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ETDQA Circular 9/2008

Attention: ALL CHIETA APPRENTICE TRAINING RELATED
ACCREDITED, INSPECTED AND POTENTIAL EMPLOYERS,
ALL FET INSTITUTIONS, AND
ALL PROVIDERS OF PRACTICAL TRAINING

From: Ayesha Itzkin, ETDQA Executive Manager

Cc: Juanita Wilkins, CHIETA Apprenticeship Co-ordinator

Date: 9 June 2008

**SUBJECT: REPORTING REQUIREMENTS FOR WORKPLACE
EXPOSURE AND APPRENTICESHIP TRAINING**

1. BACKGROUND:

The CHIETA requires from employers, providers of practical training sites and FET Institutions to report on the progress of:

- Apprentices against the Contract of Apprenticeship.
- Section 28 candidates that are in the process of closing gaps as identified during the pre-trade testing.

An in-depth audit conducted by the CHIETA revealed that reporting on progress in training is not currently submitted to the CHIETA as required. The need for such reporting is to allow the CHIETA to support its company and its learners as required. Reporting by the relevant parties enables the CHIETA to:

- Administer progress of apprentices against the registered Contract of Apprenticeship.
- Administer progress of Section 28 candidates against a action plan to close the gaps as identified through the pre-trade testing.
- Conduct scheduled and unscheduled monitoring site visits.
- Provide guidance and support if required.

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2. REQUEST TO YOUR COMPANY:

The employer and provider for theoretical and practical training are hereby requested to report twice a year, i.e. 30 July and 31 January, to the Apprenticeship Unit of the CHIETA, against apprentices registered on Contract of Apprenticeship and also on Section 28 candidates in the process of closing gaps as identified during the pre-trade testing exercise. For the Section 28 candidates, additional Reports could be requested.

The 30 July Report will enable to CHIETA to monitor progress and is required for quality assurance purposes. According to the Manpower Training Act, (MTA), employers are required to report annually on the record of training for each trainee on each of the four phases, as outlined in the Training Schedule for the specific trade that the apprentice must complete before applying for his/her trade test. This Report is required annually. The annual due date is determined by the date that the contract of apprenticeship is signed.

Reporting must be done in the prescribed CHIETA format:

- Six monthly reporting by the employer (see the CHIETA's *Employer Mid Year Apprenticeship Progress Report*)
- Six monthly reporting by the provider of practical training (see the CHIETA's *Provider Of Practical Training Mid Year Apprenticeship Progress Report*)
- Six monthly reporting by the FET institution (see the CHIETA's *FET Institution Mid Year Apprenticeship Progress Report*)
- Annual reporting by the employer (see the CHIETA's *Training Schedule and Record of Apprenticeship Training* for each specific trade)

Please direct queries to Juanita Wilkins on jwilkins@chieta.org.za

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