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ETDQA Communication 7/2009

Attention: ALL CHIETA ACCREDITED DECENTRALISED TRADE TEST CENTERS
CHIETA ACREDITED EMPLOYERS
CHIETA ACCREDITED PROVIDERS OF PRACTICAL TRAINING
CHIETA APPROVED FET INSTITUTIONS

From: Ayesha Itzkin, ETDQA Executive Manager

Cc: Juanita Wilkins, CHIETA Apprenticeship Co-ordinator

Date: 19 June 2009

SUBJECT: CREDIT ACCUMULATION WHEN ATTEMPTING A TRADE TEST

1. BACKGROUND:

The Department of Labour will soon be proposing draft Artisan Regulations credit accumulation where the candidate is found not yet competent during a trade test for some of the categories as outlined in the new national trade test to be sent out by the DoL soon.

SETAs in general have welcomed this new development. It seems appropriate that the CHIETA too should implement the proposed credit accumulation system. This was discussed at the last ETDQA Review Committee Meeting held of 11 June 2009. It was decided that the CHIETA needs to implement a policy on credit accumulation that is not only in line with the proposed new development's but also to address the concerns and feedback from the CHIETA accredited decentralised trade test centres.

The purpose of this communication is to share this information with our DTTCs in order to seek your cooperation with implementing this initiative.

2. CHIETA TRADE TEST CREDIT ACCUMULATION POLICY:

Where the apprentice / candidate was found not yet competent in some of the categories the Trade Tester needs to inform the candidate / apprentice of the CHIETA's policy on credit accumulation:

2.1 Policy for Section 13 Trade Test

An apprentice, who attempts a trade test and is found not yet competent in some of the categories after the assessment, will be credited with those categories s/he was found competent in, under the following conditions:

1. One credit is equal to one item as identified on the trade test report (statement of results).
2. Credits will be valid for a maximum period of three years (36 months) from the first trade test attempt.
3. During the three years (mentioned in point 2) the apprentice will have another two attempts to obtain all the categories. This is for all the CHIETA designated trades.
4. The apprentice can only attempt a re-test at the CHIETA accredited trade test centre where the apprentice attempted his / her first trade test. If the apprentice is of the opinion that the trade test centre discriminated against him / her, the apprentice may lodge a complaint against the trade test centre and thereafter submit an application to the CHIETA to attempt the trade test at another CHIETA accredited trade test centre.
5. An apprentice, who attempted a trade test and was found not yet competent in some of the categories after the assessment, will be credited with those categories found competent in, **provided** s/he has successfully **completed at least 50% of the categories** given during the trade test on the first attempt.
6. Where an apprentice is found to be **competent in at least 50% of the category** and fails to complete one category, s/he should only be allowed to re-attempt that category after 2 months; where 2 incomplete categories were found, s/he can only have the next attempt after 4 months, etc, until the 50% needed to be declared competent is reached. These re-attempts however **can only be two attempts**.

If the apprentice is not found competent in all the categories during these two (2) re-trade test attempts the entire trade test should be repeated, but not before a period of minimum 6 months has elapsed. This time period will allow the apprentice to effectively undergo re-training and/or gain more experience.

7. An apprentice achieving **competence in less than 50% of the categories** on the first attempt will have to repeat the entire trade test and no credits can be accumulated. The apprentices will be managed in terms of his/her Contract of Apprenticeship. The re-trade test cannot be conducted before a minimum period of 6 months has elapsed to allow the apprentice to effectively undergo training and/or gain more experience.

2.2 Section 28 Trade Test:

A candidate, who attempts a trade test and is found not yet competent in some of the categories after the assessment, will be credited with those categories s/he is found competent in, under the following conditions:

1. One credit is equal to one item as identified on the trade test report (statement of results).
2. Credits will be valid for a maximum period of three years (36 months) from the first trade test attempt.
3. During the three years (mentioned in point 4) the candidate will have another two attempts to obtain all the categories. This is for all the CHIETA trades.
4. The candidate can only attempt a re-test at the CHIETA accredited trade test centre where the apprentice attempted his / her first trade test. If the candidate is of the opinion that the trade test centre discriminated against him / her, the candidate may lodge a complaint and thereafter an application must be submitted to the CHIETA to attempt a trade test at another CHIETA accredited trade test centre.
5. A candidate, who attempted a trade test and was found not yet competent in some of the categories after the assessment, will be credited with those categories found competent in, **provided** s/he has successfully **completed at least 50% of the categories** given during the trade test on the first attempt.
6. Where a candidate has been found to be **competent in at least 50% of the categories** and fail to complete one categories, s/he should only be allowed to re-attempt that categories after 2 months; For 2 incomplete categories, 4 months must elapse, etc, until the 50% is reached. These re-attempts however could only be two attempts.

If the candidate is not found competent in all the categories during these two (2) re-trade test attempts the entire trade test must be repeated, but not before a period of minimum 6 months has elapsed. This time period will allow the candidate to effectively undergo training or gain more experience. In a case where the candidate could not complete all the categories within three (3) attempts, the candidate will have to be registered on a formal type of training e.g. a Contract of Apprenticeship.

7. A candidates achieving **competence in less than 50% of the categories** on the first attempt will have to repeat the entire trade test. Also, the candidates; will have to pass another pre-trade test before the candidate can apply to reattempt the categories. This re-attempt of the pre-trade test will be to ensure that the candidate is eligible for a re-trade test.

3. REQUEST TO THE CHIETA ACCREDITED DTTC / INDLELA:

All CHIETA accredited Decentralised Trade Test Centres and INDLELA conducting trade test against CHIETA designated trades need to implement the CHIETA's Credit Accumulation Policy as from **Monday, 6 July 2009** on all trade tests attempted for the first time.

The CHIETA has now updated its *CHIETA Guideline: Implement Trade Tests In The Chemical Industries Sector* to reflect this CHIETA's Policy on credit accumulation

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

THE END