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ETDQA Circular 2/2009

Attention: ALL CHIETA ACCREDITED DECENTRALISED TRADE TEST CENTERS

From: Ayesha Itzkin, ETDQA Executive Manager

Cc: Juanita Wilkins, CHIETA Apprenticeship Co-ordinator

Date: 17 February 2009

SUBJECT: MONITORING AND TRADE TEST MODERATIONS OF DECENTRALISED TRADE TEST CENTERS

1. BACKGROUND:

FIRSTLY, the CHIETA conduct regular monitoring site visits after your organization has been awarded accreditation status. During the site visit the CHIETA Representative conducts a monitoring visit and submits an Apprenticeship Implementation Monitoring Report to the Apprenticeship Manager. The purpose of the monitoring is to monitor compliance relating to the following accreditation criteria:

1. Sustainability: Would the organization be sustainable over the period of accreditation?
2. Financial resources: How does the organization manage its finances and is the organization financially viable?
3. Physical resources: Are the required physical resources in place to conduct trade tests?
4. Human resources: Are the trade testers suitably qualified and is the ratio of trade tester to apprentices adequate?
5. Administrative resources: Are the organization adequately recording and reporting on trade tests?
6. Support and guidance: Are sufficient guidance and support provided to the apprentice?
7. Trade testing of candidates: Are the organization not only sufficiently managing the preparation of the candidates for the trade tests but also the conducting of the trade tests?

SECONDLY, INDLELA as one of its functions are obliged to conduct trade test moderations at Decentralized Trade Test Centers (DTTC). INDLELA will schedule the trade test moderations based upon a *Schedule of Trade Tests* that the DTTC submit to them on a monthly basis.

INDLELA may conduct the trade test moderations by either:

- Observing a trade test conducted by the Trade Tester; or
- Moderating the outcome of a trade test. For this purpose the DTTC needs to keep the records of the trade test for at least 2 months. INDLELA will conduct the trade test moderation within 2 months after the trade test has been conducted. After the 2 month period the DTTC may as prescribed in its reporting procedures either archive the trade test results or submit the trade test results to the candidate.

2. REQUEST TO YOUR DTTC:

As a DTTC you are required to report monthly, on the last Friday of the month to INDLELA. The report needs to be submitted to the Executive Manager: INDLELA Mr. Musa Ngwenya at musa.ngwenya@labour.go.za .

Please note that when no trade tests have been scheduled for the reporting month you are still required to submit a "Zero" report. Also, any changes to the report must be submitted within 24 hours to INDLELA.

You are also required to submit a copy of the report to the CHIETA Apprenticeship Manager at jwilkins@chieta.co.za.

Reporting must be done in the prescribed CHIETA format (see attached below, the CHIETA's *Schedule of Trade Tests*).

You must submit your first *Schedule of Trade Tests* on or before 27 February 2009 to INDLELA (and CC to the CHIETA Apprenticeship Unit).

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

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C:\Documents and Settings\Juanita Wilki

THE END



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SD-088 – SCHEDULE OF TRADE TESTS

DECENTRALISED TRADE TEST CENTRE

CONTACT PERSON

Tel Number

CONTACT DETAILS

Email Address

Physical Address

MONTH OF REPORTING

SURNAME	NAME	ID NUMBER	TRADE	TRADE TESTER	TRADE TEST DATE	ATTEMPT		
						FIRST	SECOND	THIRD
Section 13 Candidates								
Section 28 Candidates								