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ETDQA Communication 13/2009

Attention: ALL CHIETA APPRENTICE TRAINING RELATED ACCREDITED,
AND POTENTIAL EMPLOYERS
ALL EMPLOYERS ALREADY INSPECTED FOR APPRENTICE
TRAINING,
ALL FET INSTITUTIONS ALREADY WORKING WITH THE CHIETA,
AND
ALL PROVIDERS OF PRACTICAL TRAINING

From: Ayesha Itzkin , ETDQA Executive Manager

Cc: Juanita Wilkins, CHIETA Apprentice Training Co-ordinator
CHIETA Regional Managers; CHIETA Chief Operations Officer

Date: 24 August 2009

**SUBJECT: UPDATE ON THE SECTION 13 AND SECTION 28 APPLICATION
FOR TRADE TESTS, TRADE TEST DATES AND FEES**

1. PURPOSE OF THIS COMMUNICATION:

The purpose of this Communication is to explain to you the differences in procedures with regard to trade testing for Section 13 and Section 28 candidates. This is necessary since some of our companies have been found to use both Section 13 and 28 interchangeably for a particular candidate. This is not allowed, since by doing this, the CHIETA cannot monitor your candidates' progress etc and we therefore cannot motivate with sufficient documented evidence for requesting the Registrar to sign off certificates.

Who is eligible for a Section 13 trade test: An apprentice is eligible to apply for a trade test after he / she has completed the N2 course with a 4-subject certificate **and** a Contract of Apprenticeship, which could be between 2 – 4 years duration, during which time the minimum practical training must be at least 80 weeks.

During the apprenticeship contract period the apprentice completes **all** the modules as prescribed in the *Training Schedule* for the relevant trade. Both the **employer and the apprentice** registered on a Contract of Apprenticeship must sign off **each** Code in the Training Record before s/he is eligible for a Section 13 trade test.

Who is eligible for a Section 28 trade test: Any person who has not passed a trade test as contemplated in Section 13(2), but who satisfies the CHIETA that he /she has undergone training or gained experience in the trade in question for a period that reasonably concurs with the conditions of apprenticeship for the trade in question , and where this is, in the opinion of the CHIETA , adequate, s/he may undergo a trade test.

These are the only 2 routes that can be followed at present under the MTA.

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2. HOW TO APPLY FOR A TRADE TESTS:

Section 13 trade test application: After the apprentice has successfully completed phase 4 of the *Training Schedule* a copy of page 5 of his / her *Training Record* together with an *Application For A Section 13 Trade Test* must be forwarded to the Apprenticeship Unit of the CHIETA.

Note: The Phase Reports for Phases, 1 2 & 3 **must** be submitted after each year of completion. This evidence is needed by the Registrar before signing the certificate. The details of **what evidence is needed** are specified in the CHIETA's Section 13 Application Form

Section 28 trade test application: The employer or the candidate may lodge an application for a Section 28 trade test. The completed *Section 28 Application Form* together with the candidate's evidence must be submitted to the Apprenticeship Unit of the CHIETA for evaluation. The details of **what evidence is needed** are specified in the CHIETA's Section 28 Application Form.

3. HOW TO APPLY FOR A TRADE TEST DATE:

Section 13 trade test application: After evaluating the Section 13 Trade Test Application and all the required evidence, and where the apprentice qualifies for a trade test, **the CHIETA's Apprenticeship Unit applies** to the DTTC or INDLELA for a trade test date.

Note: Neither the Employer nor the Provider may apply to the DTTC or INDLELA for a trade test date.

Section 28 trade test application: Note that it is only the Provider of Practical Training allocated for the trade preparation by the CHIETA that can apply for the Section 28 trade test. This Provider may only apply to the DTTC, also allocated by the CHIETA Apprenticeship Unit for the trade test date. This applies **for the first attempt**.

Where a candidate fails the first trade test attempt, and where the **candidate** wants to set up another date for the trade test, the candidate is responsible to directly apply to the same DTTC for the date for the re-attempt - unless the candidate has a real problem with the DTTC and can provide evidence about this to the CHIETA

4. FEES PAYABLE TO INDLELA OR DECENTRALISED TRADE TEST CENTERS:

Section 13 Application: Fees are payable to INDLELA or decentralized trade test centers when an apprentice applies for a Section 13 trade test.

Fees payable to INDLELA for Section 13: The Minister of Labour has by virtue of powers vested in him under Section 57, gazetted the *Schedule of the Fees* payable for a trade test conducted by INDLELA.

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Fees payable to CHIETA Approved DTTC for Section 13: Fees are standardized as per a *CHIETA Scale of Tariffs* as agreed upon across SETAs. The fees have increased with the effect from 1 September 2009.

Payment method for Section 13: When an employer makes a request to the CHIETA for a trade test:

1. The relevant trade test fee must accompany the Section 13 Application Form. The payment of the trade test fee could be in the form of a cheque or a postal order. The cheque or postal order has to be made out to the relevant DTTC that will conduct the trade test (or INDLELA.
Note: INDLELA only accepts a cheque or postal order as a method of payment from the SETAs);
2. Proof of payment made to the DTTC **must** accompany the Section 13 Application Form; **OR**
3. Proof of a payment agreement between the employer and the DTTC must accompany the Section 13 Application Form;

The CHIETA will not process any Section 13 Application Form without the required payment or agreement for payment.

Section 28 Application

The CHIETA embarked on a Section 28 Project to address the shortage of qualified artisans within the Chemical Industries Sector. This Project has been very successful, and the CHIETA will continue to implement it until further notice. The CHIETA will therefore still fund the first trade test attempt and also the two re-tests per qualifying candidate, as per the CHIETA's Credit Accumulation Policy.

The CHIETA allocated DTTC invoices the CHIETA after the Section 28 trade test has been completed, for the cost of the trade test or re-attempt.

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

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