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**PROC – 001: ACCREDITATION AS AN EMPLOYER OF APPRENTICES
 TRAINING, PROVIDER OF PRACTICAL TRAINING OR DECENTRALISED
 TRADE TEST CENTER, APPROVAL OF A FET INSTITUTION AND INSPECTION
 OF AN EMPLOYER TO IMPLEMENT APPRENTICESHIPS**

AMENDMENT RECORD		
REV.	SECTION AFFECTED/REFERENCE	DATE

CHIETA ETQA APPRENTICESHIP IMPLEMENTATION SERIES

CHIETA GUIDELINE: ACCREDITATION OF AN EMPLOYER, OF APPRENTICES TRAINING, PROVIDER OF PRACTICAL TRAINING, OR DECENTRALISED TRADE TEST CENTER, APPROVAL OF A FET INSTITUTION AND INSPECTION OF AN EMPLOYER TO IMPLEMENT APPRENTICESHIPS

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THE CHIETA ETDQA APPRENTICESHIP IMPLEMENTATION SERIES

The CHIETA ETQA Apprenticeship Implementation Series consists of the following documents:

- 1 CHIETA Guideline: Accreditation As An Employer of Apprentices Training, Provider Of Practical Training Or Decentralized Trade Test Center, Approval of A FET Institutions And Inspection Of An Employer To Implement Apprenticeships.
- 2 CHIETA Guideline: Accreditation As An Employer Of Apprentices Training, Provider Of Practical Training Or Decentralized Trade Test Center And Approval of A FET Institutions Self-Evaluation.
- 3 CHIETA Guideline: Implementation of Apprenticeship Training In The Chemical Industries Sector.
- 4 Information Guide On The Cost Structure For The CHIETA's Decentralized Trade Test Centers
- 5 CHIETA Guideline: Implement Trade Tests In The Chemical Industries Sector.

ACKNOWLEDGEMENT

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The CHIETA ETDQA Executive Manager: Ayesha Itzkin extends appreciation to the Apprenticeship Unit for their input and dedication to this process.

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1. RATIONALE FOR THE APPRENTICESHIP ACCREDITATION AND INSPECTION AND APPROVAL GUIDELINE

This Guideline has been developed for potential employers of apprentices, providers of practical training, educational institutions and decentralized trade test centers.

The Guideline assists you to better understand the CHIETA's apprenticeship accreditation, inspection and approval processes. It further provides you with all the necessary information regarding the process of becoming accredited, being inspected or receiving approval from the CHIETA to implement apprenticeships.

This Guideline includes the following sections:

Section 2:	Outlines the area of jurisdiction of the CHIETA.
Section 3	Provides a general background to the stakeholders in the apprenticeship implementation process.
Section 4:	Outlines the terms accreditation, inspection and approval.
Section 5:	Provides an outline of the CHIETA code of conduct.
Section 6:	Provides an outline of your responsibilities as an accredited / inspected / approved organization.
Section 7:	Provides a step-by-step guide to the inspection process
Section 8:	Provides a step-by-step guide to the accreditation / approval process.

2. THE AREA OF JURISDICTION OF THE CHIETA

The Minister of Labour abolishes the Chemical, Oil and Allied Industry Training Board (COAITB) after the establishment of the CHIETA in terms of item 4 of Schedule 2 of the Skills Development Act, 1998 (Act No 97 of 1998). The COAITB had in terms of section 12B of the Manpower Training Act, 1981 (Act No. 56 of 1981) [MTA] jurisdiction over the chemical industries sector. After the abolishment all assets, rights, liabilities and obligations of the COAITB were transferred to the CHIETA.

The area of jurisdiction of the CHIETA means the area in respect of which the CHIETA has jurisdiction in terms of the MTA as published in Government Gazette No 16561 of 21 July 1995 (Notice No. R. 1076) which includes the following designated trades:

- Boilermaker
- Diesel Mechanic
- Electrician
- Fitter
- Instrument Mechanician (Process Control)
- Motor Mechanic

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- Rigger
- Turner
- Welder

Please note that the trades diesel mechanic and motor mechanic have not been identified as scarce and critical skills for the chemical industries sector. The CHIETA is not actively pursuing these two trades unless the stakeholders demonstrate a need for the trades.

3. STAKEHOLDERS IN THE APPRENTICESHIP IMPLEMENTATION PROCESS

Various stakeholders are involved in the implementation of a Contract of Apprenticeship. These role players need to be accredited, inspected or approved by the CHIETA before the implementation of apprenticeships:

Employer:

Any person: -

- o who employs or provides work for any other person and who remunerates or expressly or tacitly undertakes to remunerate that other person;
- o who permits any other person in any matter to assist him in carrying on or conducting of his business; and
- o who, otherwise than in an educational institution, trains any minor in a designated trade.

An employer ensures workplace (on-the-job) experience and ensures that a process is in place for the candidate to attempt a trade test.

Provider of practical training:

An independent organization that is accredited to provide practical (off-the-job) training during block release periods or when contracted by the employer or the CHIETA to also prepares the candidate for trade testing.

FET Institution:

Any institution where education, which may include training, is provided, and which is maintained, controlled and subsidized by the Department of State or a provincial administration. Some Further Education Technical (FET) Institutions offer the NATED courses (N courses), which form part of apprentice training. As institutions under the Department of Education, these institutions are deemed to be accredited, but for this purpose the CHIETA will approve FET institutions as institutions to provide trade related theoretical training in the chemical industries sector.

Decentralised trade test centres:

An independent organization, which acts as a DTTC within the chemical industries sector. These trade test centers do not conduct training, provide work experience or prepare the candidate for trade testing, but are accredited to test the candidate against a specific trade.

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4. DEFINE ACCREDITATION, INSPECTION AND APPROVAL

As an employer you need to decide whether to apply for:

- Inspection of your site / branch to implement a Contract of Apprenticeship of a prospective apprentice, or
- Accreditation as an Employer of Apprentices Training.

4.1. INSPECTION OR ACCREDITATION OF AN EMPLOYER SITE BY THE CHIETA

4.1.1. Inspection Of An Employer Site To Implement a Contract of Apprenticeship

When an employer submits a Notification Of Employment Of A Prospective Apprentice In A Designated Trade to the CHIETA for approval, the Apprenticeship Unit verifies whether the site is accredited as an Employer Of Apprenticeship against the trade or any other CHIETA related trades.

If the employer is not a CHIETA accredited Employer Of Apprenticeship, the CHIETA needs to conduct an inspection site visit before it could make a recommendation to the National Artisan Training Committee to approve the Notification and subsequently thereafter the Contract Of Apprenticeship for the prospective apprentice.

The approval of the employer site / branch to implement a specific apprenticeship is through an inspection site visit. During the site inspection the CHIETA verifies that the employer meets the requirements as outlined in the MTA before a specific site / branch of the employer is approved to indenture a prospective apprentice.

The approval of an employer site / branch to implement an apprenticeship is only for the period of the Contract of Apprenticeship and for the specific trade. The submission of any additional Notifications for similar or other CHIETA related trades requires additional site inspections.

The CHIETA monitors the implementation of the Contract of Apprenticeship. This is discussed in more detail in section 8.6. If it is find that you are not adhering to the requirements of the MTA, the CHIETA has the right to take the required action as per the MTA.

4.1.2. Accreditation As An Employer of Apprentices Training

When you decide to apply for accreditation as an Employer Of Apprentices Training, the CHIETA requires that you meet the requirements in the MTA and the criteria as specified in the CHIETA's *Guideline: Accreditation As An Employer of Apprentices*

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Training, Provider Of Practical Training Or Decentralized Trade Test Center And Approval of A FET Institutions Self-Evaluation.

These criteria aim to confirm that you adhere to the necessary requirements that ensure the provision of quality workplace training, the protection of the apprentice and the public.

The accreditation is for a period of 5 years, whereafter you may decide to apply for re-accreditation.

Your organization / center may apply for extension of accreditation to extent your scope in order to be accredited against additional trades.

Your organization / center will be monitored in the course of your accreditation, to ensure that you continue to meet the criteria for accreditation. This is discussed in more detail in section 9.

If the CHIETA finds that you are not adhering to the criteria for accreditation, it has the right to take the required action as per the MTA.

4.2. ACCREDITATION AS A PROVIDER OF PRACTICAL TRAINING BY THE CHIETA

When you decide to apply for accreditation as a Provider of Practical Training, the CHIETA requires that you meet the requirements in the MTA and the criteria as specified in the *CHIETA's Guideline: Accreditation As An Employer of Apprentices Training, Provider Of Practical Training Or Decentralized Trade Test Center And Approval of A FET Institutions Self-Evaluation.*

These criteria aim to confirm that you adhere to the necessary requirements that ensure the provision of quality practical training, the protection of the apprentice and the public.

The accreditation is for a period of 5 years, whereafter you may decide to apply for re-accreditation.

Your organization / center may apply for extension of accreditation to extent your scope in order to be accredited against additional trades.

Your organization / center will be monitored in the course of your accreditation, to ensure that you continue to meet the criteria for accreditation. This is discussed in more detail in section 9.

If the CHIETA finds that you are not adhering to the criteria for accreditation, it has the right to take the required action as per the MTA.

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4.3. ACCREDITATION OF A TRADE TEST CENTRE BY THE CHIETA

The CHIETA may accredit the Institute for the National Development of Learnerships, Employment Skills and Labour Assessments (INDLELA) or independent organizations as decentralized trade test centers (DTCC) within the chemical industries sector.

Accreditation of a trade test center requires that you must meet the requirements in the MTA and the criteria as specified in the CHIETA's *Guideline: Accreditation As An Employer of Apprentices Training, Provider Of Practical Training Or Decentralized Trade Test Center And Approval of A FET Institutions Self-Evaluation*.

These criteria aim to confirm that you adhere to the necessary requirements that ensure the quality of trade testing, the protection of the candidate and the public.

The accreditation is for a period of 5 years, whereafter you may decide to apply for re-accreditation.

Your organization / center may apply for extension of accreditation to extent your scope in order to be accredited against additional trades.

Your organization / center will be monitored in the course of your accreditation, to ensure that you continue to meet the criteria for accreditation. If you are a DTTC, the monitoring team may include representatives from the newly proposed National Moderation Artisan Body. This is discussed in more detail in section 9.

If the CHIETA finds that you are not adhering to the criteria for accreditation, it has the right to take the required action as per the MTA.

4.4. APPROVAL AS A FET INSTITUTION BY THE CHIETA

Further Education and Training (FET) Institutions are deemed to be accredited under the Further Education and Training Act by the Department of Education. These education institutions typically offer N courses or an equivalent that is part of an apprentice's training programme, thus the theoretical part.

The CHIETA approves Further Education and Training Institutions to offer N courses for the chemical industries sector. To be approved as a FET institution you need to meet the requirements in the MTA and the criteria as specified in the CHIETA's *Guideline: Accreditation As An Employer of Apprentices Training, Provider Of Practical Training Or Decentralized Trade Test Center And Approval of A FET Institutions Self-Evaluation*.

Your organization / center may apply for extension of approval to extent your scope in order to be approved against additional trades.

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The approval is for a period of 5 years, whereafter you may decide to apply for re-approval.

Your organization / center will be monitored in the course of your approval, to ensure that you continue to meet the specified criteria. This is discussed in more detail in section 9.

If the CHIETA finds that you are not adhering to the said criteria, it has the right to take the required action as per the CHIETA requirements.

5. THE CHIETA CODE OF CONDUCT

Employees and representatives of the CHIETA are committed to the policy of fairness and integrity when performing their duties. Employees and representatives will perform their duties conscientiously, honestly and in the best interests of the CHIETA.

Only information necessary for the CHIETA's business will be collected, used and retained. Information that is sensitive and confidential will be obtained directly. No information will be disclosed by the CHIETA to third parties without your consent.

6. RESPONSIBILITY OF THE APPLICANT

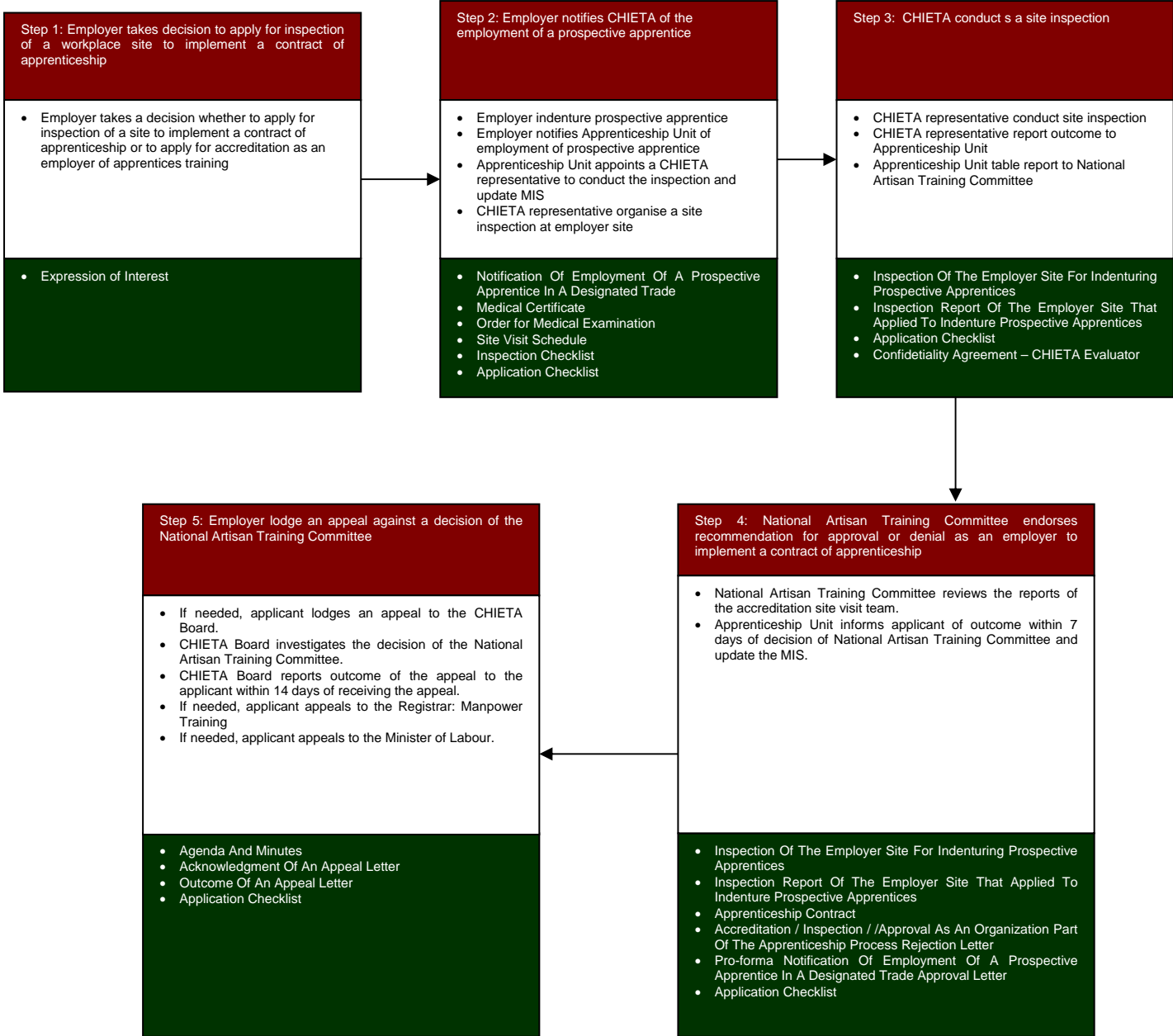
The process of accreditation or approval has cost implications for the CHIETA. The CHIETA does not expect you to bear any of these costs. However, any unnecessary costs, such as if you cancel a site visit once flights have been booked, or if you initiate a site visit for which you are clearly not ready and prepared, the CHIETA has the right to reclaim monies invested in the visit from you.

7. A STEP BE STEP GUIDE FOR EMPLOYERS TO APPLY FOR INSPECTION OF A WORKPLACE SITE TO IMPLEMENT A CONTRACT OF APPRENTICESHIP

This section of the Guideline provides you with step-by-step details on how to apply for inspection as an employer to implement a Contract of Apprenticeship.

The following diagram provides an outline of the Inspection Process.

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7.1. STEP 1: EMPLOYER DECIDES TO APPLY FOR INSPECTION TO IMPLEMENT A CONTRACT OF APPRENTICESHIP

When the employer decides to indenture a prospective apprentice and the employer is not a CHIETA accredited Employer of Apprentice Training you should decide whether to apply:

- For accreditation as an Employer of Apprenticeship Training; or
- To be inspected as an employer site suitable to implement a specific Contract of Apprenticeship for a specific trade.

If you decide to be a CHIETA accredited Employer of Apprenticeship Training you proceed to Section 8 of the Guideline.

7.2. STEP 2: EMPLOYER NOTIFIES THE CHIETA OF THE EMPLOYMENT OF A PROSPECTIVE APPRENTICE IN A DESIGNATED TRADE

When you notify the CHIETA of the Employment Of The Prospective Apprentice and you are not a CHIETA accredited Employer of Apprenticeship Training the CHIETA's Apprenticeship Unit arranges for a site inspection of the workplace site where the Contract of Apprenticeship will be implemented to be conducted by a CHIETA representative.

The sub-steps are summarized as follows:

SUB STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Decides whether to apply for accreditation as an Employer of Accreditation or inspection if the workplace site.	Employer	o SD-016
2.	Notifies the CHIETA of the employment of a prospective apprentice in a designated trade.	Employer	o SD-072 o Man 687E o Man 161 o Man 690
3.	Open a file for the applicant and ensure that the organization information is captured on the management information system (MIS)	Apprenticeship Unit	o E-mail acknowledgment

7.3. STEP 3: CHIETA CONDUCTS A SITE INSPECTION

The primary purpose of an inspection is to verify and confirm the:

- Stability of the employer.
- Suitability of the employer to assume responsibility under the prospective contract.
- Adequate resources (financial, physical, administrative and human) to implement the apprenticeship over the contract period.
- Adequate equipment, tools, machinery and premises.
- Adequate range of work (e.g. limitations).

You will be required to complete the Inspection Of The Employer Site For Indenturing Prospective Apprentices Form before the site visit.

A CHIETA representative conducts the inspection. On completion of the site visit, the CHIETA representative submits both the completed Inspection Of The Employer Form and the Inspection Report Of The Employer Site That Applied To Indenture Prospective Apprentices to CHIETA.

The Apprenticeship Unit evaluates the Inspection Of The Employer Form and the Inspection Report and forwards the recommendation for ratification to the National Artisan Training Committee.

The sub-steps are summarized as follows:

SUB STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Review the contents of the application form and recommend further development on the part of the applicant or a site visit.	Apprenticeship Unit	o SD-072
2.	Advise applicant's representative of any missing or inadequate documentation to be available on site during site visit.	Apprenticeship Unit	o E-mail advise
3.	Appoints a CHIETA representative to conduct the site inspection.	Apprenticeship Unit	o E-mail appointment o SD-090
4.	Organizes a date with the employer for the site inspection	CHIETA representative	o E-mail confirmation
5.	Conducts the site inspection.	CHIETA representative	o SD-071 o SD-072 o SD-098

7.4. STEP 4: NATIONAL ARTISAN TRAINING COMMITTEE ENDORSES RECOMMENDATION FOR APPROVAL OR DENIAL AS AN EMPLOYER TO IMPLEMENT A CONTRACT OF APPRENTICESHIP

Once the site visit has been completed and the report tabled at the National Artisan Training Committee, the National Artisan Training Committee reviews the recommendation. The National Artisan Training Committee endorses:

- Approval as an Employer to implement the Contract of Apprenticeship. The National Artisan Training Committee will also, if needed, approve the Notification Application during the same meeting if all supporting evidence to support the Notification Application is in place; or
- Denial as an Employer site to implement the Contract of Apprenticeship.

In the case of denial, you will be given a full report on the areas in which your site needs to take action before you could be declared ready to implement a Contract Of Apprenticeship. Please note with denial, the Notification Application will automatically not be approved.

In the case of approval, you are informed of the endorsement in writing within 7 days from the date of the National Artisan Training Committee meeting. This will take the form of a letter requesting you to sign three copies of the Contracts of Apprenticeship.

The CHIETA monitors the implementation of the Contract of Apprenticeship. This is discussed in more detail in section 8.6.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Review the reports of the inspection site visit team endorse: <ul style="list-style-type: none"> • Implementation of apprenticeship; or • Denial of implementation of apprenticeship. 	NATC	<ul style="list-style-type: none"> o SD-071 o Agenda and Minutes
2.	Inform applicant of outcome within 7 days of decision of National Artisan Training Committee. Where implementation of apprenticeship is: <ul style="list-style-type: none"> • Approved this is in form of drafting the relevant Contract of Apprenticeship for signature by the relevant parties. • Not approved the applicant is informed and the Contract of Apprenticeship is not drafted for signature by the relevant parties 	Apprenticeship Unit	<ul style="list-style-type: none"> o Man 689E

7.5. STEP 4: EMPLOYER LODGES AN APPEAL AGAINST A DECISION OF THE NATIONAL ARTISAN TRAINING COMMITTEE

You have a right to appeal if you feel that the denial of approval is unjustified and you feel that the criteria were all in place at the time of the visit. You need to lodge your appeal in writing to the Apprenticeship Unit within 30 days of receiving the notification. You need to provide substantive reasons why you are making the appeal. The following information must be included in your appeal:

- The name, physical address, postal address and contact details of the appellant.
- The date of which the appellant was notified of the decision of the CHIETA.
- The particulars of the decision appeal against.
- The ground on which the appeal is based.

The CHIETA Board will review the appeal and implement suitable action. If you are still aggrieved you may in terms of section 41(1)(a) of the MTA read with regulation 11 of the MTA regulations appeal to the Registrar within 30 days after the said decision. Consequently, in the view of the time limit for the appeal the CHIETA Board must provide the reasons for its own decision or the confirmation of the decision of the National Artisan Training Committee to enable you to compile the appeal.

The Registrar shall then, after consultation with the CHIETA confirm the decision of the CHIETA Board or give the other decision as contained in section 41(1)(a) of the MTA. In terms of regulation 11 of the MTA regulations an appeal to the Registrar must contain:

- The name of the appellant.
- The name of the SETA against whose decision the appeal is made.
- The date of which the appellant was notified of the decision of the SETA.
- The particulars of the decision appeal against.
- The ground on which the appeal is based.

After the Registrar has decided on the matter you and the CHIETA will immediately be informed. If you feel aggrieved with the decision of the Registrar you may within 30 days after the decision of the Registrar appeal to the Minister of Labour in terms of section 41(1)(b) of the MTA read with regulation 12 of the MTA regulations. The decision of the Minister is final. The appeals to the Minister must contain:

- The name of the appellant.
- The name of the SETA.
- The date of which the appellant was informed of the decision of the Registrar.
- The particulars of the decisions appealed against.
- The ground of which the appeal is based.

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The sub-steps are summarized as follows:

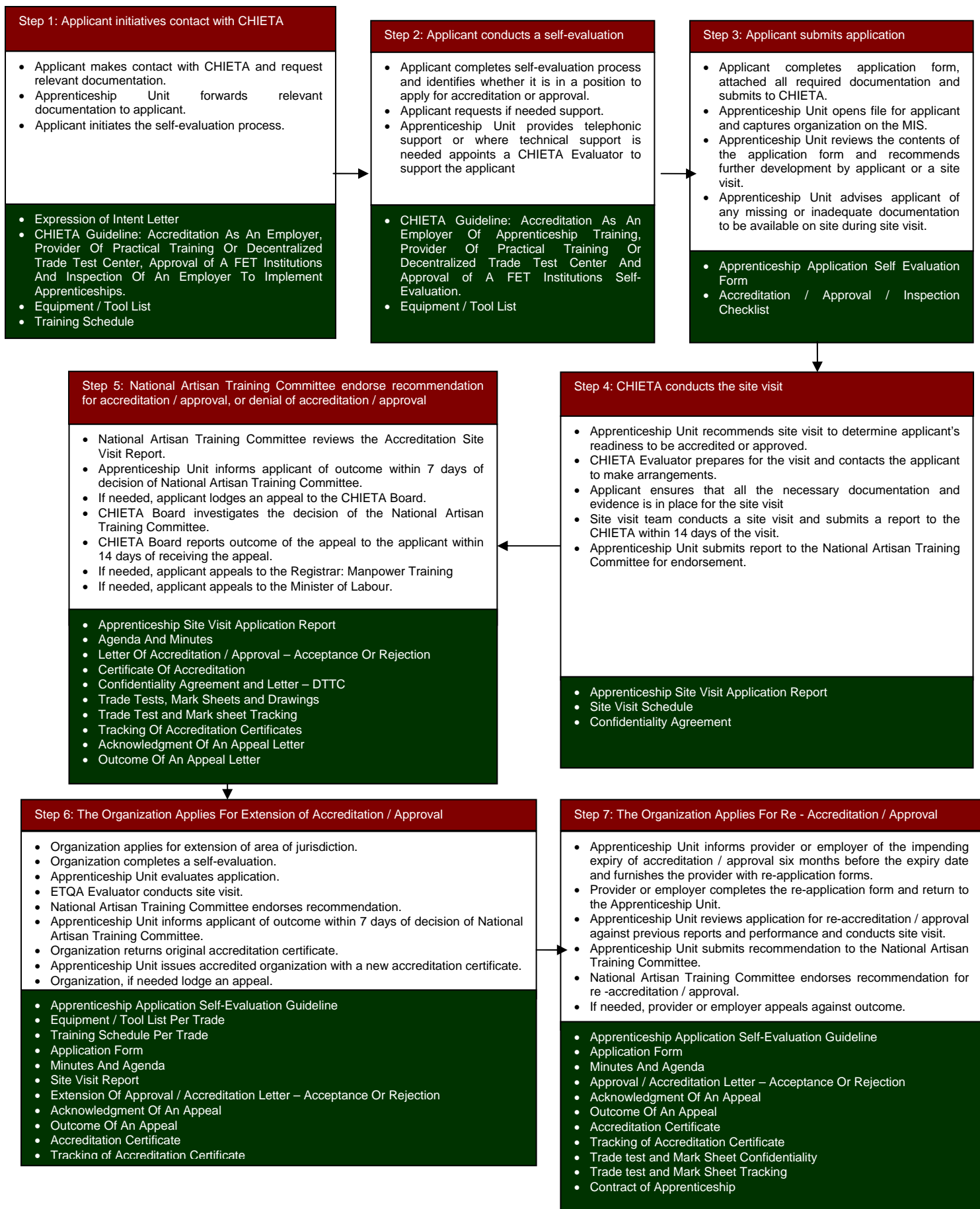
SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	If needed, applicant lodges an appeal on the decision of the National Artisan Training Committee to the CHIETA Board.	Applicant	-
2.	Investigate the decision of the National Artisan Training Committee. The CHIETA Board peruses all relevant documentation and if needed conduct site visit; or consult with the applicant and / or National Artisan Training Committee.	CHIETA Board	<ul style="list-style-type: none"> o SD-019 o Agenda and Minutes
3.	Report outcome of the appeal to the applicant within 14 days of receiving the appeal.	CHIETA Board	o SD-020
4.	If needed, appeal to the Registrar: Manpower Training.	Applicant	-
5.	If needed, appeal to the Minister of Labour.	Applicant	-

8. A STEP BY STEP GUIDE TO THE ACCREDITATION / APPROVAL PROCESS

This section of the Guideline provides you with step-by-step details on how to apply for accreditation / approval by the CHIETA.

The following diagram provides an outline of the Accreditation / Approval Process.

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8.1. STEP 1: APPLICANT INITIATES CONTACT WITH THE CHIETA

As a first step, you should contact the CHIETA to inform the CHIETA that you are interested in becoming an accredited / approved organization. The Apprenticeship Unit will send you the following documents:

- *CHIETA Guideline: Accreditation As An Employer of Apprentices Training, Provider Of Practical Training Or Decentralized Trade Test Center, Approval of A FET Institutions And Inspection Of An Employer To Implement Apprenticeships.*
- *CHIETA Guideline: Accreditation As An Employer Of Apprentices Training, Provider Of Practical Training Or Decentralized Trade Test Center And Approval of A FET Institutions Self-Evaluation.*
- Application for accreditation / approval for apprenticeship implementation.
- Training schedule per trade.
- Equipment / Tool list per trade.

The applicant may initiate the request for its own reasons or may be requested to do so by the CHIETA or another organization.

The applicant is advised to take the following into consideration before requesting accreditation or approval:

- The number of apprentices that the organization expects to test or employ and / or train.
- The resources (e.g. tools, equipment, trade testers, buildings and administration) required.
- The viability and sustainability of the proposed activities.

Once you have received copies of these documents, you should start by completing a self-evaluation.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Contact the CHIETA and expresses interest in accreditation or approval.	Applicant	o E-mail acknowledgment
2.	Within 3 working days, send the applicant copies of the relevant documents via e-mail.	Apprenticeship Unit	o PROC-001 o PROC-002 o SD-016 o SD-001 o SD-002 – 008, 070 & 073 o SD-009 – 015, 067 & 068

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
3.	Initiate a self-evaluation process.	Applicant	o PROC-002

8.2. STEP 2: APPLICANT CONDUCTS A SELF-EVALUATION

The next step for you is to complete a self-evaluation process. The self-evaluation is a simple tool to assist you to assess the status of your organization against the accreditation or approval criteria that the CHIETA has put in place.

The self-evaluation process has specifically been designed to assist you to identify areas in which you are not yet compliant and where additional developmental work is required.

There are two possible outcomes of the self-evaluation process:

- If you complete the self-evaluation and find that you meet the requirements for accreditation or approval, you should complete the application form as discussed in the next step.
- If you find that you do not meet the requirements of accreditation or approval, you should put a plan in place for closing the gaps. Only once these have been met, should you proceed to the completion of the application form.

You may contact the Apprenticeship Unit if you have any queries and support requirements. The Apprenticeship Unit will provide telephonic assistance as needed.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Complete a self-evaluation.	Applicant	o PROC-002 o SD-002 – 008, 070 & 073
2.	Request support / clarification if needed.	Applicant	-
3.	Provide telephonic support on request or appoint a CHIETA representative in areas where technical support is needed.	Apprenticeship Unit	-

8.3. STEP 3: APPLICANT LODGES APPLICATION

Once you have completed the self-evaluation process, and find that you meet the criteria for accreditation or approval, you should complete the Application For Accreditation / Approval For Apprenticeship Implementation. This is done taking the criteria, responsibilities, costs and benefits to the organization and potential apprentices into consideration.

It is important that the Application Form is duly completed and all necessary documents attached, as the Apprenticeship Unit uses the information contained in the Application Form to decide whether a site evaluation should be conducted.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Complete application form, attach all required documentation and submit to CHIETA.	Applicant	o SD-001
2.	Open a file for the applicant and ensure that the organization information is captured on the management information system (MIS)	Apprenticeship Unit	o E-mail acknowledgment
3.	Review the contents of the application form and recommend further development on the part of the applicant or a site visit.	Apprenticeship Unit	o SD-001 o SD-088
4.	Advise applicant's representative of any missing or inadequate documentation to be available on site during site visit.	Apprenticeship Unit	o E-mail advise

8.4. STEP 4: CHIETA CONDUCTS THE SITE VISIT

If the Application complies with the prescribed requirements the Apprenticeship Unit will conduct a site visit. The primary purpose of a site visit is to verify and confirm that all of the information that you have provided to the Apprenticeship Unit is accurate and that all the criteria are in place.

Site visits are conducted in a manner that:

- Minimized disruption to the organization and its core business activities.
- Does not compromise safety.
- Promotes apprentice training and the recognition of artisans.
- Is carried out in a professional manner and enhances the requirements of the Department of Labour and the CHIETA.
- Facilitate transparent/honest and effective visits that are to the benefit of all the individuals and organizations affected by the visits.

Remember that the onus is on you, as an applicant, to make sure that everything is in place before the visit takes place.

Where applicable officials from the National Artisan Moderation Body will also attend site visits to proposed Decentralized Trade Test Centers.

On completion of the site visit, the CHIETA Representative submits the Apprenticeship Site Visit Application Report to the Apprenticeship Unit, who will forward the Apprenticeship Report for ratification to the National Artisan Training Committee.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Recommend site visit to determine applicant's readiness to be accredited or approved.	Apprenticeship Unit	o SD-021 o SD-090
2.	Prepare for the visit and contact the applicant to make arrangements.	Chieta representative	o E-mail arrangements
3.	Ensure that all the necessary documentation and evidence is in place for the site visit.	Applicant	-
4.	Conduct a site visit and submits a report to the CHIETA within 14 days of the visit, either recommending that the applicant should be accredited / approved or recommending denial of accreditation approval.	Chieta representative	o SD-021 o SD-098
5.	Submit report to the National Artisan Training Committee for endorsement.	Apprenticeship Unit	o SD-021

8.5. STEP 5: NATIONAL ARTISAN TRAINING COMMITTEE ENDORSES RECOMMENDATION FOR ACCREDITATION / APPROVAL OR DENIAL OF ACCREDITATION / APPROVAL

Once the site visit has been completed and the *Accreditation Report* tabled at the National Artisan Training Committee (this committee meets monthly), the Training Committee will review the recommendations. The National Artisan Training Committee will endorse one of the following courses of action:

1. You are awarded accreditation / approval.
2. You are informed that accreditation / approval have been denied.

In the case of accreditation, you should be informed of the endorsement in writing within 7 days from the date of the National Artisan Training Committee meeting. This will take the form of an accreditation certificate and a letter from the CEO. Please note that in cases of lost or destroyed accreditation certificate, you can re-apply for a duplicate certificate. Accreditation is for a period of five years.

In the case of approval, you should be informed of the endorsement in writing within 7 days from the date of the National Artisan Training Committee meeting. This will take the form of a letter from the CEO. Approval is for a period of five years.

In the case of denial of accreditation / approval, you will be given a full report on the areas in which the accreditation / approval criteria have not been met.

You will be informed of your right to appeal. If you feel that the denial of accreditation / approval is unjustified and you feel that the criteria were all in place at the time of the visit, you need to lodge your appeal in writing to the Apprenticeship Unit within 30

days of receiving the notification. You need to provide substantive reasons why you are making the appeal. The following information must be included in your appeal:

- The name, physical address, postal address and contact details of the appellant.
- The date of which the appellant was notified of the decision of the CHIETA.
- The particulars of the decision appeal against.
- The ground on which the appeal is based.

The CHIETA Board will review the appeal and implement suitable action. If you are still aggrieved you may in terms of section 41(1)(a) of the MTA read with regulation 11 of the MTA regulations appeal to the Registrar within 30 days after the said decision. Consequently, in the view of the time limit for the appeal the CHIETA Board must provide the reasons for its own decision or the confirmation of the decision of the National Artisan Training Committee to enable you to compile the appeal. The Registrar shall then, after consultation with the CHIETA confirm the decision of the CHIETA Board or give the other decision as contained in section 41(1)(a) of the MTA. In terms of regulation 11 of the MTA regulations an appeal to the Registrar must contain:

- The name of the appellant.
- The name of the SETA against whose decision the appeal is made.
- The date of which the appellant was notified of the decision of the SETA.
- The particulars of the decision appeal against.
- The ground on which the appeal is based.

After the Registrar has decided on the matter you and the CHIETA will immediately be informed. If you feel aggrieved with the decision of the Registrar you may within 30 days after the decision of the Registrar appeal to the Minister of Labour in terms of section 41(1)(b) of the MTA read with regulation 12 of the MTA regulations. The decision of the Minister is final. The appeals to the Minister must contain:

- The name of the appellant.
- The name of the SETA.
- The date of which the appellant was informed of the decision of the Registrar.
- The particulars of the decisions appealed against.
- The ground of which the appeal is based.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Review the reports of the accreditation site visit team endorse: <ul style="list-style-type: none"> • Accreditation / approval; or • Denial of accreditation / approval. 	National Artisan Training Committee	<ul style="list-style-type: none"> o SD-021 o Agenda and Minutes

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SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
2.	Inform applicant of outcome within 7 days of decision of National Artisan Training Committee. Where accreditation is awarded this is in form of a letter and accreditation certificate. In case of a DTTC the DTTC will be issued with the relevant trade tests and mark sheets Where approval is awarded this is only in form of a letter. Where inspection is granted the notification will be approved and the contract of Apprenticeship registered.	Apprenticeship Unit	<ul style="list-style-type: none"> o SD-017 o SD-018 o SD-022 o SD-023 o SD-086 o SD-087 o SD-088 o SD-089 o SD-077 - SD-085 o SD-099 o MAN 689E
3.	If needed, applicant lodges an appeal on the decision of the National Artisan Training Committee to the CHIETA Board.	Applicant	-
4.	Investigate the decision of the National Artisan Training Committee. The CHIETA Board peruses all relevant documentation and if needed conduct site visit; or consult with the applicant and / or National Artisan Training Committee.	CHIETA Board	<ul style="list-style-type: none"> o SD-019 o Agenda and Minutes
5.	Report outcome of the appeal to the applicant within 14 days of receiving the appeal.	CHIETA Board	o SD-020
6.	If needed, appeal to the Registrar: Manpower Training.	Applicant	-
7.	If needed, appeal to the Minister of Labour.	Applicant	-

8.6. STEP 6: THE ORGANIZATION APPLIES FOR EXTENSION OF ACCREDITATION / APPROVAL

Should the need exist to extent your scope of coverage (accreditation / approval) in order to add an additional trade that was designated or not designated for the CHIETA you can submit an application to the CHIETA.

You will need to conduct a self-evaluation and complete the Application Form as per steps 8.2 and 8.3. The CHIETA will review the application and decide whether or not the application is compliant. If the recommendation for a site visit is approved, the site visit is conducted as per step 8.4.

The endorsement for the recommendation for extension of accreditation / approval or denial of the extension is conducted as per step 8.5. If your scope is extended, you need to return your original certificate to the CHIETA office. Upon receipt of the certificate, the CHIETA issues you with a new certificate.

In the case of denial of accreditation / approval you could appeal to the CHIETA Board as per step 8.5.

The sub-steps can be summarized as follows:

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SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Apply for extension of area of jurisdiction.	Organization	o E-mail acknowledgement
2.	Complete a self-evaluation as per step 8.2.	Organization	o PROC-002 o SD-001 o SD-002 – 008, 070 & 073 o SD-009 – 015, 067 & 068
3.	Application is evaluated as per step 8.3.	Apprenticeship Unit	o SD-001 o SD-021 o SD-098
4.	Conduct the site visit as per step 8.4.	CHIETA representative	o E-mail site visit o SD-021
5.	Recommend extension for accreditation / approval as per step 8.5.	National Artisan Training Committee	o SD-021 o Agenda and minutes
6.	Inform applicant of outcome within 7 days of decision of National Artisan Training Committee. Where application is an accredited organization, the organization is requested to return the accreditation certificate.	Apprenticeship Unit	o SD-025 o SD-026
7.	Return original accreditation certificate to the Apprenticeship Unit.	Organization	-
8.	Issue accredited organization with a new accreditation certificate.	Apprenticeship Unit	o SD-022 o SD-023 o SD-089
9.	If needed, lodge an appeal as per step 8.5.	Organization	o SD-019 o Agenda and minutes o SD-020

8.7. STEP 7: THE ORGANIZATION APPLIES FOR RE-ACCREDITATION / APPROVAL

Your accreditation / approval status is valid for a period of five years. Six months before your accreditation / approval status expires, the Apprenticeship Unit sends you a reminder and furnishes you with the Application For Re-Accreditation / Approval Application Form.

If you decide to renew your status you need to complete and submit the re-Application. If approved a site visit is conducted as per step 8.4.

The endorsement for the recommendation for accreditation / approval or denial of accreditation / approval is conducted as per step 8.5.

In the case of denial of accreditation / approval you could appeal to the CHIETA Board as per step 8.5.

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The sub-steps are as follows:

SUB-STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Inform provider or employer of the impending expiry of accreditation / approval six months before the expiry date and furnish the provider with re-application forms.	Apprenticeship Unit	o E-mail- reminder
2.	Complete the re-application form and return to the Apprenticeship Unit.	Organization	o PROC-002 o SD-001
3.	Review application for re-accreditation / approval against previous reports and performance.	Apprenticeship Unit	o SD-001
4.	Conduct the site visit as per step 8.4.	CHIETA representative	o SD-001 o SD-090 o SD-098
5.	Endorse recommendation for re -accreditation / approval as per step 8.5.	National Artisan Training Committee	o SD-001 o Agenda and Minutes o SD-017 o SD-018 o SD-022 o SD-023
6.	If needed, appeal against outcome as per step 8.5	Provider and Employer	o SD-019 o Agenda and Minutes o SD-020

9. MONITORING OF THE IMPLEMENTATION OF APPRENTICESHIPS

The ongoing monitoring of the implementation of apprenticeships is an important function of the CHIETA. Your organization need to use the monitoring process as a means of continually reflecting on your own practices and ensuring that your organization is maintaining the standards of quality that you have committed yourself to.

Whilst the CHIETA expects to be invited by organizations for the visits required to fulfill its mandated roles and responsibilities, the CHIETA reserves the right to insist on access to organizations when necessary.

Requests are usually initiated as part of the quality management of training and workplace experience. These visits will be scheduled and conducted annually. On the other hand the CHIETA might receive complaints, grievances or appeals in which instances a site monitoring may be initiated.

9.1 *Scheduled Site Visit*

The Apprenticeship Unit will conduct regular site visits after you have been awarded accreditation / approval / inspection status. The CHIETA Representative submits the Apprenticeship Implementation Monitoring Report to the Apprenticeship Unit.

If it is the opinion of the CHIETA that the apprentice is not receiving adequate training the CHIETA will order steps to be taken that it deems necessary to ensure that the apprentice receive adequate training as required in terms of the MTA.

If problems continue to exist, the Apprenticeship Unit may recommend de-accreditation / de-approval / de-inspection to the National Artisan Training Committee.

In the case of de-accreditation / de-approval / de-inspection you could appeal to the CHIETA Board as per the MTA and CHIETA requirements.

9.2 *Unscheduled Visits*

In addition, the CHIETA also has the right to conduct unscheduled visits at your site. Such visits are usually prompted if there has been a grievance / complaint or appeal lodge or if the Apprenticeship Unit observes other problems through different mechanisms.

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The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Receive / initiate and evaluate the request for a site visit. Evaluation when planning for the visit includes: <ul style="list-style-type: none"> • Reasons to justification for the request or initiation of request. • Date is acceptable to the individuals who need to attend the visit. • Activities at the employer / FET institution / provider of practical training / trade test center on the proposed date justify the visit. • Reason given for the visit is appropriate. • No conflict of interest between the organization being visited and the individuals nominated for the visit. 	Apprenticeship Unit	○ SD-090
2.	Identify which CHIETA representative needs to conduct the site visit and inform CHIETA Representative	Apprenticeship Unit	○ E-mail site visit
3.	Advise the organization of site visit and agenda.	Apprenticeship Unit	○ E-mail site visit
4.	Schedule a site visit with the organization	CHIETA representative	○ E-mail site visit
5.	Conduct site visit and submit a report to the CHIETA within 14 days of the visit.	CHIETA representative	○ SD-024 ○ SD-098
6.	If recommendation for de-accreditation / de-approval / de-inspection submit report to the National Artisan Training Committee for endorsement.	Apprenticeship Unit	○ SD-024
7.	Endorse the recommendation.	National Artisan Training Committee	○ SD-024 ○ Agenda and Minutes
8.	Initiate steps ordered for improvement. Or De-accredit / de-approve the organization	Organization visited Apprenticeship Unit	- ○ SD-030
9.	Follow – up on any steps that the organization needs to take.	Apprenticeship Unit	-
10.	If needed, lodge an appeal as per step 8.5.	Organization	○ SD-019 ○ Agenda and Minutes ○ SD-020