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**PROC – 003: CHIETA GUIDELINE: IMPLEMENTATION OF APPRENTICESHIP
 TRAINING IN THE CHEMICAL INDUSTRIES SECTOR**

AMENDMENT RECORD		
REV.	SECTION AFFECTED/REFERENCE	DATE

CHIETA ETQA APPRENTICESHIP IMPLEMENTATION SERIES

CHIETA GUIDELINE: IMPLEMENTATION OF APPRENTICESHIP TRAINING IN THE CHEMICAL INDUSTRIES SECTOR

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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 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.

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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 IMPLEMENTATION GUIDELINE

This Guideline is for employers of apprentices, providers of practical training, educational institutions and trade test centers that are part of the CHIETA's apprenticeship implementation process.

The Guideline provides tasks needed to optimally implement and administer apprenticeships in your organization to ensure high quality.

This Guideline includes the following sections:

Section 2:	Outlines the purpose of apprenticeship training in the chemical industries sector.
Section 3:	Outlines the term apprenticeship training.
Section 4:	Provides an outline in the processes involved in implementation and administration of apprenticeships.
Section 5:	Provides a step-by-step guide to implement apprenticeship training.
Section 6:	Provides a step-by-step guide to Section 28 trade tests.
Section 7:	Outlines the proposed new apprenticeship routes.

2. PURPOSE OF APPRENTICESHIP TRAINING

The area of jurisdiction of the CHIETA, means the area in respect of which the CHIETA has jurisdiction in terms of the Manpower Training Act, 1981 (Act No. 56 of 1981) [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
- 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.

Apprentice training is carried out to train people to become competent artisans. It must be seen as a partnership between the employer, providers, trade test center and the apprentice.

3. DEFINING APPRENTICESHIP TRAINING - REQUIREMENTS BY THE MANPOWER TRAINING ACT

An apprentice is a person registered with the appropriate SETA on a designated trade and spends the required period (not exceeding 4 years) on a single apprenticeship contract linked to a competency-based modular learning programme. The pathway has one entry and one exit point. During the contract period the apprentice:

- Learn the skills of a trade (workplace experience is taught) with the employer.
- Undertakes practical training according to a prescribed training schedule.
- Undertakes theoretical studies and achieves the minimum standard prescribed for the trade.
- Is paid monthly as prescribed.

Certification as an artisan occurs at the end of the single contract after successful completion of a trade test at a trade test center. The Registrar of Manpower Training in conjunction with the relevant Education and Training Quality Assurance body (in this instance the CHIETA ETDQA) may only certify the apprentice as competent for a specific designated trade listed by the Minister of Labour in terms of the MTA.

Further, in terms of Section 28 of the MTA an individual who is not registered on an apprenticeship agreement, but has the required knowledge, skill and experience that is equivalent to that of an apprentice can apply to the relevant SETA for a trade test.

4. IMPLEMENTATION OF APPRENTICESHIP PROCESSES MAP

Specific actions are required for the implementation of apprenticeships. These actions have been defined in a process map that provides an overview to the role players involved in apprenticeships.

This Guideline addresses all these processes, except process 1 (accreditation / approval / inspection) and process 3 (monitoring) that is discussed respectively in the *CHIETA's 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* and 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*.

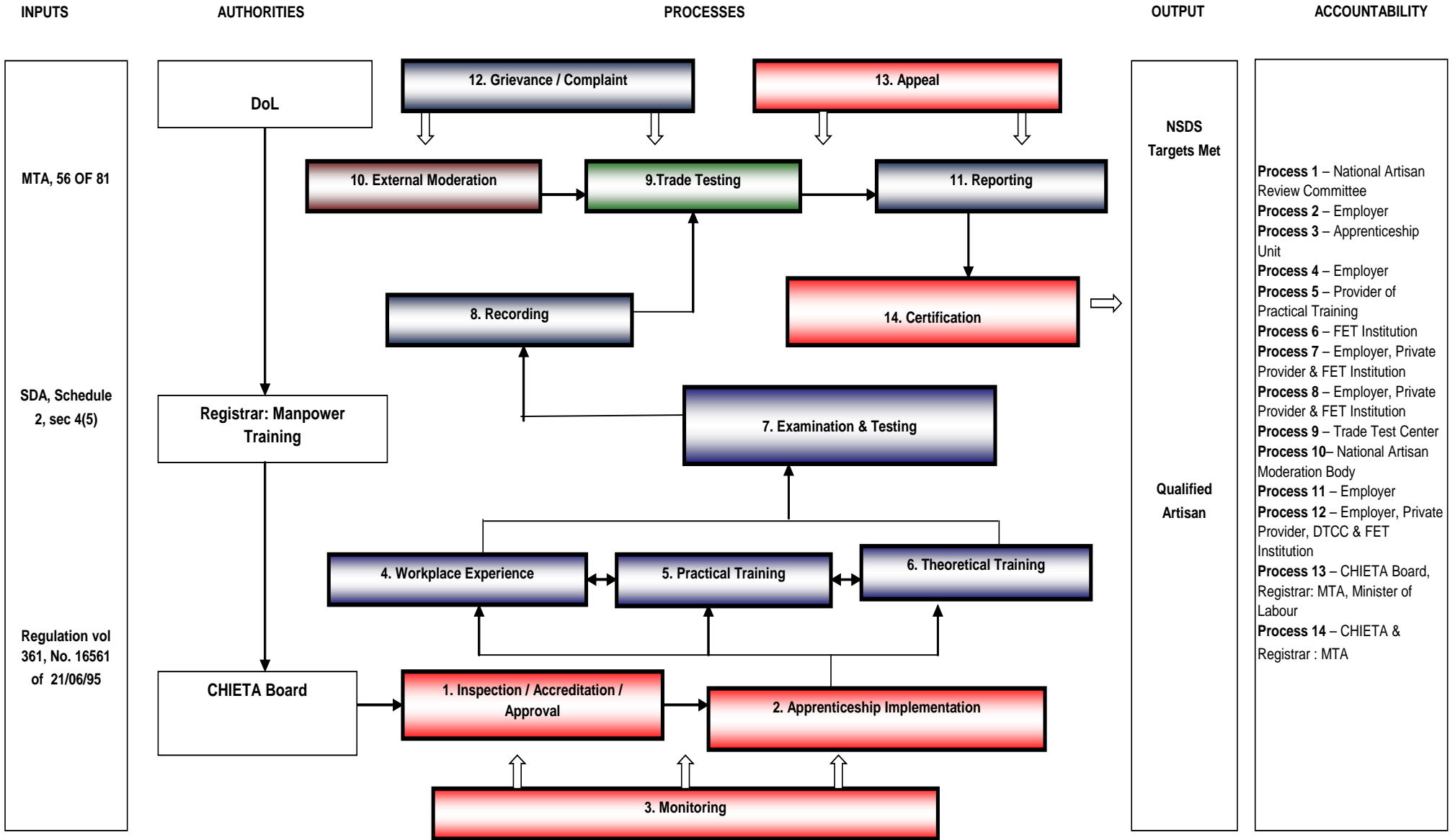
The process map below specifies the:

- Input: What are the inputs into this process?
Authorities: Which bodies have specific powers in this process?
Processes: What are the processes involved in implementing and administering apprenticeships?
Output: What are the final products?

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Accountability: Who is accountable for a specific process?

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5. A STEP BY STEP GUIDE TO THE IMPLEMENTATION OF APPRENTICESHIP TRAINING

Stakeholder involved in the provisioning and testing of apprentices has specific activities to perform. The successful implementation of an apprenticeship contract is dependent on each stakeholder taking responsibility for specific activities.

This section of the Guideline provides you with step-by-step details of how to implement and administer a contract of apprenticeship.

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Step 1: Indenture a prospective apprentice and register an apprenticeship contract

- Employer receives / specifies the apprentice training objectives and develops specific selection criteria for the recruitment of apprentices.
- Employer recruits, indentures prospective apprentice and develops specific training plan.
- Employer informs CHIETA of employment of prospective apprentice.
- Apprenticeship Unit evaluates the notification, capture on the MIS, and if needed forward Notification to the National Artisan Review Committee for approval.
- Apprenticeship Unit forwards 3 copies of the contract of apprenticeship to the employer.
- Employer enters into contract of apprenticeship with the prospective apprentice.
- ETDQA Executive Manager signs contracts of apprenticeship and Apprenticeship Unit forward 2 copies to employer and file original contract.
- Employer forwards copy of signed contract of apprenticeship to apprentice.
- If needed, appellant lodges an appeal on the decision of the National Artisan Review Committee to the CHIETA Board.
- CHIETA Board investigates the decision of the ETDQA Review Committee.
- CHIETA Board reports outcome of the appeal to the Appellant within 14 days of receiving the appeal.
- If needed, appellant appeal to the Registrar: Manpower Training
- If needed, appellant appeal to the Minister of Labour.

- Order For Medical Examination
- Medical Certificate
- Notification of Employment
- Notification Of Employment Acceptance / Rejection Letter
- Apprenticeship Contract
- Guardianship Affidavit
- Section 13 Checklist
- Training Schedule
- Agenda And Minutes
- Registration Of Contracts Of Apprenticeship Letter
- Acknowledgment Of An Appeal Letter
- Outcome Of An Appeal Letter

Step 2: Provide Training To The Apprentice

- FET Institution / Provider / Employer provide training / experience to the apprentice.
- FET Institution / Provider / Employer report six monthly to the Apprenticeship Unit.
- FET Institution / Provider / Employer ensure that apprentice writes exams and are tested against the outcomes.
- Provider submits results to the Employer.
- Employer forwards a copy of phase 1 - 3 of the training records to the Apprenticeship Unit.
- Apprenticeship Unit captures the training records on the MIS.
- Apprenticeship Unit monitors the FET Institution / Provider / Employer.

- Provider Of Practical Training Annual Progress Report
- FET Provider Annual Progress Report
- Employer Annual Progress Report
- Training Schedule
- Monitoring Report
- Confidentiality Agreement – CHIETA Evaluator

Step 4: Trade Test A Section 13 Candidate

- Employer forwards training record and an application for a trade test to CHIETA.
- Apprenticeship Unit evaluates the application and if needed submits application to the National Artisan Review Committee.
- Apprenticeship Unit organizes trade test venue and date and informs all parties.
- Employer ensures that the candidate is prepared for the trade test.
- Trade Test Center conducts a trade test and informs candidate of outcome.
- Trade Test Center submits copy of trade test report to CHIETA and employer.
- Apprenticeship Unit notifies employer to terminate contract of apprenticeship
- Employer terminates contract of apprenticeship and forwards contract to the Apprenticeship Unit.
- Apprenticeship Unit submits terminated contract to the CHIETA ETDQA Representative for signature.
- Apprenticeship Unit prepares the apprentice certificate for signature.
- CEO and Registrar: Manpower Training counter sign the apprentice certificate.
- Apprenticeship Unit copy, files and forwards apprentice certificate to employer for forward to candidate.
- If needed, relevant party lodges an appeal.

- Application For A Trade Test
- Training Schedule
- Application For Trade Test Approval / Rejection Letter
- Application For Section 13 Trade Test Date Letter
- Trade Test Administrative Guide
- Trade Test Tests
- MTA Amendment Regulations No. R 1005 of 26 October 2007
- CHIETA Scale of Tariffs
- Trade Test Report
- Agenda And Minutes
- Contract of Apprenticeship
- Notification of Termination Of Contract Of Apprenticeship
- Notification of Endorsement Of Termination Of Contract Of Apprenticeship
- Apprentice Certificate
- Apprentice Certificate Register
- Apprentice Certificate Tracking
- Apprentice Certificate Submission To Registrar: Manpower Training Letter
- Apprentice Certificate To Individual Letter
- Outcome of Trade Test Letter
- Acknowledgment Of An Appeal Letter
- Outcome Of An Appeal Letter
- Section 13 Checklist

Step 3: Employer Administer Contract of Apprenticeship

- Relevant party applies for:
 - o Employment of apprentices for less than ordinary working time or loan of service of apprentice.
 - o Transfer of a contract of apprenticeship.
 - o Rescission of a contract of apprenticeship.
 - o Modification of contract of apprenticeship
 - o Reduce / extent period of the Contract
- or
- Relevant party notifies of suspension of apprentice
- Apprenticeship Unit evaluates the application and makes a recommendation to the National Artisan Review Committee and updates the MIS.
- If needed, National Artisan Review Committee interviews relevant parties and / or obtains statements
- National Artisan Review Committee or CHIETA Board approves the recommendation.
- If needed, relevant party lodges an appeal.
- If needed, relevant party lodges an appeal

- Application For Employment Of Apprentices For Less Than Ordinary Working Time Or Loan Of Service
- Approval Of Employment Of Apprentices For Less Than Ordinary Working Time Or Loan Of Service Letter
- Administration Of Apprenticeship Contract Rejection Letter
- Application For Transfer Of Apprenticeship Contract
- Approval of Transfer Of Contract of Apprenticeship Letter
- Application For Suspension Of Contract Of Apprenticeship
- Suspension Of Apprentice Confirmation / Setting Aside / Amendment Letter
- Application For Rescission Of Contract Apprenticeship
- Rescission Of Contract
- Notification Of One-sided Rescission Of Contract Of Apprenticeship Application Letter
- Rescission Of Contract Of Apprenticeship Application Letter
- Modification To The Contract Of Apprenticeship Statement
- Modification To The Contract Of Apprenticeship Letter
- Reduce / Extent Period of Contract Application
- Reduce / Extent Letter
- Agenda And Minutes
- Acknowledgment Of An Appeal Letter
- Outcome Of An Appeal Letter
- Section 13 Checklist

5.1. STEP 1: INDENTURE A PROSPECTIVE APPRENTICE AND REGISTER AN APPRENTICESHIP CONTRACT

5.1.1. *Select The Prospective Apprentice*

It is recommended that the employer representative responsible for apprenticeship training should receive the apprenticeship training objectives to ensure that the number of apprentices, equity and timing of recruitment and completion of the trade tests are in accordance with the organizations human resources & skills development plan(s).

Appropriate selection criteria that will ensure that the objectives are met, need to be developed. These selection criteria are used to select potential apprentices. In developing the selection criteria the Condition of Apprenticeship are considered that specifies the minimum age as 16 years in all trades and a standard 8 (grade 10) or N1-certificate or equivalent with passes in the subjects mathematics and science at standard grade for all trades.

You may specify higher entry qualifications after consultation with the constituent union. Also the CHIETA may admit into apprenticeship individuals whose prior acquired skills / knowledge / experience it deems to be equivalent and after adjudication of the prescribed qualifications for commencing an apprenticeship.

You need to ensure that the indenturing of the prospective apprenticeship is sustainable and viable prior to entering into a contract with the apprentice. Please note that you need to obtain the approved Training Schedule for the specific trade from the CHIETA. You need to develop a generic training plan in which the provision of all training in the relevant Training Schedule is addressed.

5.1.2. *Indenture The Prospective Apprentice*

After selection, you notify the Apprenticeship Unit of the employment of the prospective apprentice in a trade. The relevant documentation as acquired in the Notification Of Employment Of A Prospective Apprentice in a Designated Trade Form must accompany the notification.

It is important to remember that from the date that the employer signs for Notification, until the date that the Registrar: Manpower Training signs the Contract of Apprenticeship are 3 months only. This time-frame is in accordance with the MTA. You therefore need to submit the Notification Form immediately after it has been signed to the Apprenticeship Unit for evaluation.

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The list of documents that that must be submitted with the above-mentioned Notification Form is as follows:

- Certified copy of the prospective apprentice's identification document.
- Certified copy of the highest school qualification.
- Certified copy of the highest educational qualification of the prospective apprentice.
- Completed medical certificate for the prospective apprentice (DoL's *Medical Certificate*).

If applicable, you may apply to the CHIETA to reduce the period commensurate with exemption granted for skills and qualifications acquired prior to indenturing. If you apply for reduction in time you need to complete question 21 and 22, Part A of the Notification Form. You need to attach proof of previous relevant employment in the trade, or relevant practical training obtained at a SETA accredited provider of practical training, or relevant N-courses or part thereof completed at an approved FET Institution.

If the application specifies reduction in the apprenticeship period or the binding of the apprentice with more than one employer, you must clearly indicate this on a covering letter and provide reasons for such an application. A prospective apprentice may apply for reduction in terms of any relevant experience before entering the Contract of Apprenticeship.

You need to remember that the entry requirements to apply for trade test are the requirements as outlined in the Training Schedule for the trade. As N2 is in the process of being phased out at FET Institutions you may apply for exemption of N2 for comparable knowledge and skills.

Once the Notification has been completed you need to develop a specific training plan, taking into consideration the needs and previous knowledge and skills of the prospective apprentice.

The Apprenticeship Co-ordinator evaluates the Notification against the following criteria:

- Suitable age of the prospective apprentice, as specified on certified copy of identification document.
- Suitable entry-level, as specified on certified copy of the school qualification.
- Completed and signed Medical Certificate.
- Ratio of mentor / coach to apprentice.
- Previous disputes, grievances or appeals lodged by apprentices against the employer.

If all information has been supplied the Apprentice Unit enters the information into the management information system (MIS). Where the entry requirements have not been met or the Employer applies for reduction in time, the Apprenticeship Co-

ordinator recommends the Notification to the National Artisan Review Committee for approval.

If the employer has been accredited as an employer or inspected against the trade in question by the CHIETA. This will provide evidence on:

- Stability of the employer.
- Suitability of the employer to assume responsibility under the prospective contract.
- Adequate equipment, tools, machinery and premises.
- Adequate range of work (e.g. limitations).

If the employer site is not accredited or not previously inspected against the trade in question, the CHIETA's Apprenticeship Co-ordinator will either arrange with the:

- Accredited employer to apply for extension of its accreditation to include the trade; or
- Arrange with the Employer for a site inspection to be conducted by the CHIETA.

If the Notification is for a trade falling outside the jurisdiction of the CHIETA, the CHIETA enters into a Memorandum with the appropriate SETA. The memorandum outlines the quality assurance roles and responsibilities of the two Authorities.

5.1.3. Appeal Against The Notification For Employment Outcome

If the Notification is not approved, you may lodge an appeal in writing to the Apprenticeship Co-ordinator within 30 days of receiving the outcome on the Notification. You need to provide substantive reasons why you are making the appeal.

The following information needs to be included in an appeal:

- The name, physical address, postal address and contact details of the appellant.
- The name of the apprentice and employer.
- 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 conformation of the decision of the National Artisan Review 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 apprentice and employer concerned.
- 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 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 employer and apprentice.
- 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.

5.1.4. Enter Into Contract Of Apprenticeship

Once the application is approved the Apprenticeship Unit forwards three DoL's prescribed Contracts of Apprenticeship in terms of the MTA to the employer for signature.

It must be noted that the period of apprenticeship for all trades in the chemical industries sector is determined by the apprentice trainee's progress through the modules and criterion test attached thereto but not exceed 4 years or 208 weeks. The period of 4 years includes annual leave, sick leave up to a maximum of 30 days per year and absence without leave, time spent at technical institutions up to a maximum of 30 days per year.

Once signed, the Contract needs to be forwarded to the CHIETA's Apprenticeship Unit. The following is important when entering into the Contract with the prospective apprentice, and must be done:

- The parties must sign with a black pen.
- The signatures on the original and the duplicate must be identical, and two persons must sign as witnesses to each signature.
- All signatures must appear in the same order on the original and duplicate.

- If the employer is a company or partnership, the signature of a responsible person, e.g. partner, owner, manager or director, is required. The official title of the person, who signs in such cases, must be clearly indicated.
- The date on which the last person signs the contract must be given in the appropriate spaces on the page 3 above the signatures.
- All contracting parties must initial any alterations.

The signed Contracts must be submitted to the CHIETA in order to be registered, whereafter two copies of the contract will be sent to the employer. The employer needs to submit one copy to the apprentice for safekeeping.

Lastly, you need to manage the Contract in terms of the MTA and the Conditions Of Apprenticeship.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Receive or specify the apprentice training objectives and develop specific selection criteria for the recruitment of apprentices.	Employer	-
2.	Recruit, indenture prospective apprentice and develop specific training plan.	Employer	<ul style="list-style-type: none"> o Man 161 o Man 690 o Man 687E o SD-034
3.	Inform CHIETA of the employment of the prospective apprentice.	Employer	<ul style="list-style-type: none"> o Man 690 o Man 687E
4.	Evaluate the notification for employment, capture notification on the MIS and if needed forward notification to the National Artisan Review Committee for approval	Apprenticeship Unit	<ul style="list-style-type: none"> o Man 690 o Man 687E o SD-034 o SD-095
5.	If needed, approve the notification for employment.	National Artisan Review Committee	<ul style="list-style-type: none"> o Man 687E o Agenda and minutes
6.	Forward 3 copies on the Contract of Apprenticeships to the employer.	Apprenticeship Unit	<ul style="list-style-type: none"> o SD-027 o SD-028
7.	Enter into Contract of Apprenticeship with the prospective apprentice.	Employer	<ul style="list-style-type: none"> o SD-034 o Man 689E o SD-009 – 015, 067 & 068
8.	Register Contracts of Apprenticeship.	CHIETA ETDQA Representative	<ul style="list-style-type: none"> o Man 689E o SD-029
9.	Forward copy of registered Contract of Apprenticeship to apprentice and file original contract.	Employer	<ul style="list-style-type: none"> o Man 689E o SD-029
10.	If needed, lodges an appeal on the decision of the National Artisan Committee to the CHIETA Board.	Appellant	<ul style="list-style-type: none"> o SD-019
11.	Investigate the decision of the National Artisan Review Committee. The CHIETA Board peruses all relevant documentation and if needed conduct site visit; or consult with the Appellant and / or National Artisan Review Committee.	CHIETA Board	<ul style="list-style-type: none"> o Agenda and minutes
12.	Report outcome of the appeal to the Appellant within 14 days of receiving the appeal.	CHIETA Board	<ul style="list-style-type: none"> o SD-020

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
13.	If needed, appeal to the Registrar: Manpower Training	Appellant	-
14.	If needed, appeal to the Minister of Labour	Appellant	-

5.2. STEP 2: PROVIDE TRAINING TO THE APPRENTICE

An apprentice who is not already in possession of the prescribed technical qualifications required to be accepted for the trade test, shall attend technical classes at a technical institution, or correspond with an institution approved by the employer.

Where the employer is only accredited for workplace (on-the-job) training, the apprentice is also released to attend practical (off-the job) training.

The employer provides workplace (on-the-job) training to the apprentice during normal working hours.

The employer needs to advance to the educational institution the class / module fees and examination / testing fees. If the apprentice does not pass the subjects / modules enrolled for the apprentice needs to refund the employer.

5.2.1. Theoretical Training

Where the facilities exist for technical classes' attendance by continuous course of study, the apprentice attends such classes on five days a week during ordinary working hours for the duration of the courses. The attendance is on condition that that the apprentice does not attend more than one continuous (block release) course during ordinary hours of work, in any academic year.

If the apprentice fails to attain the required qualification during any course for which he / she was given time of work to study, the apprentice needs to pursue such studies outside normal working hours.

The provider provides training against the approved learning programme.

5.2.2. Practical Training (Off-the job training)

Where the employer is not accredited to provide practical training the apprentice needs to be released as per the training plan to attend the required modules.

The provider provides training against the approved learning programme that addresses the requirements as outlined in the training schedule.

5.2.3. Workplace Training (On The Job Training)

The employer ensures that a coach / mentor, that are a qualified artisan, are available to guide the apprentice in the workplace. The workplace exposure and the management thereof are captured in the training record.

5.2.4. Examination And Testing Of Apprentice

5.2.4.1. Examination

The apprentice writes written exams as prescribed by the technical institution to test knowledge / skills obtained.

The apprentice has only one attempt to pass the examination. The pass rate is as prescribed by the technical institution.

5.2.4.2. Testing

The apprentice needs to be tested on completion of each module and phase of training to demonstrate his / her skills or knowledge required by the training schedule for the trade.

When the apprentice is declared competent the employer and apprentice sign off each code as recorded in the apprentice's Training Record.

An apprentice is permitted at least three attempts at each module and phase test. The test set by the relevant organization, which conducts the tests. After an apprentice has failed his / her third attempt at the competency test for any specific module or phase the employer may apply to the CHIETA to rescind the contract of apprenticeship.

On completion of each of the three phases of training the employer issues the apprentice with a certificate listing his / her demonstrated skills related to the modules comprising that phase.

5.2.5. Record and Report Apprenticeship Training

Record keeping

The employer needs according to the MTA to keep at all times records of:

- The remuneration paid.
- Time worked.
- Any unauthorized absence from work.
- Attendance of compulsory training courses.

- Particulars of progress made by the apprentice in any prescribed course of training.
- The steps taken to carry out the conditions as prescribed in terms of Section 13(2)(g) of the MTA.

The employer needs to furnish the apprentice with a logbook in the prescribed CHIETA format. The logbook must be updated at all times with the required training.

Reporting

The employer and provider reports for theoretical and practical training 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
- Section 28 candidates in the process of closing gaps as identified during the pre-trade testing exercise.

The 30 July Report enables the CHIETA to monitor progress and is required for quality assurance purposes. For the Section 28 candidates, additional reports could be requested.

In addition, the provider (practical and theoretical) reports to the employer as agreed between the parties. The format and frequency are according to the requirements of the employer. The reports need also to record absenteeism.

According to the MTA, employers are required to report annually on the Record Of Training (phase 1- phase 4) for each apprentice 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. The Apprenticeship Unit captures the results on the MIS. This Record Of Training is required annually. The annual due date is determined by the date that the Contract is signed.

5.2.6. Monitor Apprenticeship Training

The CHIETA conducts scheduled or unscheduled monitoring. Scheduled monitoring is conducted on a regular basis. In addition, the CHIETA also has the right to conduct unscheduled visits at your site.

The steps for monitoring are outlined in the CHIETA's *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*.

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If the CHIETA found that the apprentice is not receiving adequate training or work the CHIETA may order the employer to take such steps necessary to ensure that the apprentice will receive adequate training or work at the expense of the employer.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Provide training / experience to the apprentice.	FET Institution / Provider / Employer	o SD-009 – 015, 067 & 068
2.	Report annually to the Apprenticeship Unit.	FET Institution / Provider / Employer	o SD-031 - 033
3.	Apprentice writes exams and is tested against the outcomes.	FET Institution / Provider / Employer	o SD-009 – 015, 067 & 068
4.	Submit examination / testing results to the Employer.	FET Institution / Provider	o SD-009 – 015, 067 & 068
5.	Capture the training records on the MIS.	Apprenticeship Unit	o SD-009 – 015, 067 & 068
6.	Monitor the FET Institution / Provider / Employer.	Apprenticeship Unit	o SD-024 o SD-098

5.3. STEP 3: EMPLOYER ADMINISTER CONTRACT OF APPRENTICESHIP

Once the Contract is registered the employers administer the Contract in terms of the MTA and Conditions of Apprenticeship:

5.3.1. Overtime

The apprentice must as far as possible not work overtime; especially seen that payment for overtime is not prescribed in the Condition of Apprenticeship.

The apprentice may only work overtime after mutual agreement by both parties. If it is found during an monitoring visit that overtime is not to the benefit of the apprentice, thus that production is taking preference above training, the CHIETA will take such steps to ensure that the apprentice receive adequate training.

5.3.2. Employment Of Apprentices For Less Than Ordinary Working Time And Loan Of Service Of Apprentice

5.3.2.1. Employment Of Apprentices For Less Than Ordinary Working Time

An apprentice may not be employed for less than the number of hours on any day or in any week or less than the number of days in any week unless a formal application

to that effect is made to the CHIETA. The apprentice, if needed guardian, must agree in writing to the proposed working hours.

The Apprenticeship Unit evaluates the Application For Employment Of Apprentices For Less Than Ordinary Working Time and makes a recommendation to the ETDQA Review Committee and enters the information on the MIS.

When evaluating the Application the CHIETA will need to determine if the apprentice will be able to obtain the necessary on-the-job training and complete the apprenticeship in the required time.

The Apprenticeship Unit will notify the employer of the outcome. You may lodge an appeal as per step 5.1.3 to the CHIETA Board if you are not satisfied with the outcome.

5.3.2.2. *Loan Of Service Of Apprentice*

You may loan the service of an apprentice to another employer e.g. if you are unable to provide the apprentice with work or training during the full period of his / her ordinary work. The loan of the service of the apprentice to another employer does not exempt you from your responsibilities according to the Contract.

The employer that will loan the service of the apprentice must lodge an Application For Loan Of Service to the CHIETA, specifying the period. The contracted employer, apprentice and if needed guardian must agree in writing to the loan of service.

The Apprenticeship Unit evaluates the Application and makes a recommendation to the ETDQA Review Committee and enters the information on the MIS.

The Apprenticeship Unit will notify the contracted and new employer of the outcome. If approved, you must notify the responsible providers that the services of the apprentice will temporarily be loaned. The reasons for not approving the loan of service may include:

- Reasons provided for loan of service not acceptable.
- New employer not accredited for the trade.
- New employer not financial viable.
- Ratio of mentor / coach to apprentices inadequate.
- Ration of equipment / machinery / tools inadequate.

You may lodge an appeal as per step 5.1.3 to the CHIETA Board if you are not satisfied with the outcome.

5.3.3. Transfer Of Apprentice And Contract Of Apprenticeship

A Contract may be transferred from one employer to another only with prior consent between all parties. A transfer will only be complete once the ETDQA Review Committee has registered such transfer.

The Apprenticeship Unit evaluates the Application For Transfer Of Apprenticeship Contract and makes a recommendation to the ETDQA Review Committee and enters the information on the MIS.

The Apprenticeship Unit notifies the parties that the transfer has been approved the relevant parties must complete page 4 of the Contract. The reasons for not approving the transfer may include:

- Employer not accredited for the trade.
- Employer not financial viable.
- Ratio of mentor / coach to apprentices inadequate.
- Ration of equipment / machinery / tools inadequate.

You may lodge an appeal as per step 5.1.3 to the CHIETA Board if you are not satisfied with the outcome.

5.3.4. Suspension Of Contract of Apprenticeship

If an apprentice has committed a breach of contract in terms of the conditions of apprenticeship / relevant legislation he / she may be suspended. You are entitled to suspend the apprentice for a period not exceeding the number of days normally worked in a week. Suspension also involves that an apprentice may be penalized by withholding him / her for work and that he / she may forfeit his / her wages.

An apprentice trained in terms of the competency based modular training system will on his / her return after suspension continue with his / her training according to the entry status in his / her training record.

Should the period of extension fall within the period of technical class attendance, the apprentice is obliged to continue attending technical classes.

You must notify the CHIETA within 3 working days of the date of the Application For Suspension Of Contract Of Apprenticeship. The CHIETA may confirm, amend or set aside the period of suspension. The period could be amended even after the period of suspension by the employer has expired. The total suspension time may not exceed 30 working days and can only be imposed by the CHIETA.

The Apprenticeship Unit evaluates the Application and places it on the agenda of the ETDQA Review Committee. If required the National Artisan Review Committee may hear the apprentice, guardian, employer or any other witness in the matter. The audi

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alterim partem rule is applied at all times. The witnesses are informed timeously of the date of the meeting.

If needed statements are obtained from all relevant parties. If necessary, the matter is also referred prior to the meeting to the authorized person as provided for in section 12D (1)(f) of the MTA.

Consultation will take place between the employer and the Apprenticeship Unit prior to the amendment of the suspension by the CHIETA. A recommendation is made to the CHIETA Board for approval and the MIS updated.

The employer, the guardian and apprentice are notified of the decision per registered mail. You may lodge an appeal to the Registrar: Manpower Training as per step 5.1.3 if you are not satisfied with the outcome.

5.3.5. Reduce Or Extend Period Of A Contract Of Apprenticeship

The employer may in terms of Section 25 (C) of the MTA apply to reduce or extent the period of a Contract of Apprenticeship.

Reduction or extension of the maximum period of the Apprenticeship must be approved by the National Artisan Training Committee:

1. Reductions will generally be granted for skills, experience and educational qualifications acquired by apprentices prior to indenturing
2. Extensions will generally be granted for periods of compulsory military / police training in excess of 30 day per annum, sick leave in excess of 30 days per annum. Absence from work due to a disablement / disease compensable in terms of the Compensation for Occupational Injuries and Disease Act, and suspension from work for disciplinary reasons.

The employer, the guardian and apprentice are notified of the decision per registered mail. You may lodge an appeal to the Registrar: Manpower Training as per step 5.1.3 if you are not satisfied with the outcome.

5.3.6. Rescission Of Contract Of Apprenticeship

The contractual obligations remain binding on all parties until the CHIETA has approved the Application For Rescission Of Contract Of Apprenticeship.

The decision of the CHIETA is at all times based on the provision of section 24 of the MTA, namely is it expedient to rescind the contract or not.

An Application by mutual agreement between the relevant parties in terms of section 24(a) of the MTA must be completed by the apprentice and his / her employer and if applicable his / her guardian, so as to reflect the consent of all parties. You must furnished reasons for the application when the Application is referred to the CHIETA

for the rescission of the Contract of Apprenticeship. The National Artisan Review Committee makes a recommendation to the CHIETA Board.

On the other hand a unilateral Application in terms of the provisions of section 24 (b) of the MTA are also considered after the relevant parties have been afforded the opportunity to submit comments on the Application or after all the contractual parties have been heard by the National Artisan Review Committee for ratification by the CHIETA Board.

After a decision is made, the MIS is updated the contractual parties are notified accordingly.

You may lodge an appeal to the Registrar: Manpower Training as per step 5.1.3 if you are not satisfied with the outcome.

5.3.7. Modification Of Contract Of Apprenticeship

If the facts relating to an apprentice are incorrectly recorded on the Contract or have changed after the conclusion thereof you must apply for the Modification To The Contract Of Apprenticeship Statement. The Application is made in a form of a statement. The modification to a Contract could be for instance:

- Approved reduction of the period of contract.
- Change in marital status of a female apprentice.
- Apprenticeship details captured incorrectly on the Contract.

The Apprenticeship Unit evaluates the Application and makes a recommendation to the National Review Committee and enters the information on the MIS.

The Apprenticeship Unit notifies the parties that the modification has been approved. Once approved the statement forms part to the contract of apprenticeship.

You may lodge an appeal as per step 5.1.3 to the CHIETA Board if you are not satisfied with the outcome.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Apply for: <ul style="list-style-type: none"> • Employment of apprentices for less than ordinary working time or loan of service of apprentice. • Transfer of a contract of apprenticeship. • Rescission of a contract of apprenticeship. • Modification of contract of apprenticeship • Reduce / extend the period of the apprenticeship contract Notify of: <ul style="list-style-type: none"> • Suspension of apprentice 	Relevant Party	<ul style="list-style-type: none"> ○ SD-035 ○ SD-038 ○ SD-040 ○ SD-042 ○ SD-045 ○ MAN 176
2.	Evaluate the application and make a recommendation to the National Artisan Review Committee and update the MIS.	Apprenticeship Unit	<ul style="list-style-type: none"> ○ SD-035 ○ SD-038 ○ SD-040 ○ SD-042 ○ SD-045 ○ SD-046 ○ MAN 176
3.	If needed, interview relevant parties and / or obtain statements	National Artisan Review Committee	○ SD-043
4.	Approve the recommendation.	National Artisan Review Committee Or CHIETA Board	<ul style="list-style-type: none"> ○ SD-036 ○ SD-037 ○ SD-039 ○ SD-041 ○ SD-044 ○ SD-046 ○ SD-102
5.	Sign relevant sections on Contract of Apprenticeship or attach amendments.	Employer	○ MAN 689 E
6.	If needed, lodge an appeal as per step 5.1.3.	Relevant Party	<ul style="list-style-type: none"> ○ SD-019 ○ Agenda and minutes ○ SD-020

5.4. STEP 4: TRADE TEST A SECTION 13 CANDIDATE

An apprentice is eligible to apply for a trade test after he / she has completed the N2 course with a 4-subject certificate and the Contract, which could be between 2 – 4 years duration, during which time the minimum workplace (on-the-job) experience must be 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 must sign off each Code in the Training Record before s/he is eligible for a Section 13 trade test

5.4.1. Apply For Section13 Trade Test

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You may request lodge a request for one of the following trade tests:

Free voluntary test: The apprentice may request a free voluntary test on an earlier date as the last date of his / her contract of apprenticeship. This application is dependant on the apprentice educational qualifications before or during his / her contract of apprenticeship. The apprentice must have at least a N2 or equivalent.

Free compulsory test: An apprentice that failed his / her trade test may, after paying the required fee applies to be re- tested. The fee depends on the trade and the testing centre

Paid voluntary test: It is compulsory for an apprentice to be tested after his / she completed a certain number years of his / her Contract of Apprenticeship.

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.

The Apprenticeship Units evaluates the Application and ensures that all training records have been submitted to the CHIETA. The Apprenticeship Unit updates the MIS, and if needed submits the Application to the National Artisan Review Committee. The Apprenticeship Unit requests a trade test at the relevant trade test center and notifies the employer of the date.

You may lodge an appeal as per step 5.1.3 to the CHIETA Board if the application is not approved.

5.4.2. Pay The Fee For The Trade Test

Fees are payable to INDLELA or Decentralized Trade Test Centres (DTTCs) when an apprentice or candidate applies for a trade test:

- Fees payable to INDLELA: The Minister of Labour has by virtue of powers vested in him under Section 57, gazette the Schedule of the Fees payable for a trade test conducted by INDLELA, The fees structure is outlined in the MTA Amendment Regulations No. R 1005 of 26 October 2007.
- Fees payable to DTTC: Fees are standardized as per a CHIETA Scale of Tariffs as agreed upon across SETAs.

When an employer / candidate make a request to the CHIETA for a Trade Test Application:

- The relevant trade test fee must accompany the 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 or INDLELA that will conduct the trade test;
- Proof of payment made to the DTTC must accompany the Application Form; or
- Proof of a payment agreement between the employer and the DTTC.

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

5.4.3. Trade Test The Section 13 Candidate

The employer ensures that the apprentice is capable to attempt the trade test. Before the apprentice report for the trade test, the trade test center ensures that a Trade Test Guide is in place for the specific trade.

The trade test center conducts a pre-trade test briefing with the candidate to give final instruction and select the trade test. The trade test is conducted in an environment conducive to trade testing.

After the trade test feedback is provided to the candidate. The trade test center records the trade test results, reports the outcome, and submits a copy of the trade test report to the CHIETA. The Apprenticeship Unit updates the MIS.

If the candidate is found not competent the employer needs to investigate the reason and implement a plan of action to close the gaps.

You may lodge an appeal as per step 5.1.3 to the CHIETA Board if you are not in agreement of the trade test results.

5.4.4. Terminate The Contract Of Apprenticeship

After successful completion of the trade test the employer needs to terminate the Contract (page 4 of Contract of Apprenticeship). The employer needs to forward the terminated Contract to the Apprenticeship Unit.

The Apprenticeship Unit tables the Application For Termination and the Trade Test Report at the National Artisan Review Committee who makes a recommendation to sign – off the termination.

5.4.5. Certificate the Section 13 Candidate

Once the Contract is terminated an apprentice certificate is generated. The Administrator draws a blank certificate from the safe and updates the apprenticeship certificate register.

After the certificate is printed the Apprenticeship Unit verifies the information:

- Initials and name
- Identity document number
- Trade
- Type of trade test application (section 13 or 28)
- Contract number
- Date tested
- Date issued

Also, the following information on the certificate is verified:

- Candidate complies with the criteria for the trade
- Details of the certificate
- Layout of the certificate

If correct, the certificate is presented to the CEO for signature. Once signed the certificate, together with the trade test report is presented to the Registrar: Manpower Training for signature.

The signed certificate is copied and place on the candidates file. The MIS is updated accordingly.

The signed contracts of apprenticeship / certificate are forwarded to the employer within 14 days after the last day of the trade test. The employer needs to provide the apprentice with the original contract of apprenticeship / certificate for safekeeping.

5.4.6. Duplicate Certificate

Please note that the qualified artisan may apply for a duplicate certificate. When applying for a duplicate certificate the following information needs to be submitted:

- Affidavit – reason for applying for duplicate trade test certificate
- Certified copy of applicant's ID
- Signed copy of the trade test report from INDLELA or the CHIETA accredited DTTC
- Certified copy of the trade test certificate
- Proof that applicant is captured on COAITB Data Net system

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	After the apprentice has successfully completed phase 4 a copy of page 5 of his / her training record must be forwarded to Apprenticeship Unit with an application for a trade test.	Employer	○ SD-009 – 015, 067 & 068 ○ MAN 615
2.	Evaluate the application, if needed submit recommendation to the National Artisan Review Committee and update MIS.	Apprenticeship Unit	○ MAN 615
3.	If needed, approve the recommendation for the trade test.	National Artisan Review Committee	○ MAN 615
4.	Organize trade test venue and date and inform all parties.	Apprenticeship Unit	○ SD-047 ○ SD-048 ○ SD-076
5.	Ensure that the candidate is prepared for the trade test.	Employer	-
6.	Conduct a trade test and informs candidate of outcome.	Trade Test Center	○ SD-077 – 085 ○ SD-097 ○ PROC-005
7.	Submit copy of trade test report to CHIETA and employer.	Trade Test Center	○ SD-077 - SD-085
8.	Notify employer to terminate Contract of Apprenticeship.	Apprenticeship Unit	○ SD-049
9.	Terminate contract of apprenticeship and forward Contract to the Apprenticeship Unit.	Employer	○ MAN 689E
10.	Submit terminated Contract of Apprenticeship and trade test report to the CHIETA ETDQA Representative and update MIS.	Apprenticeship Unit	○ SD-077 - SD-085 ○ MAN 689E
11.	Terminate Contract of Apprenticeship.	CHIETA ETDQA Representative	○ MAN 689 E ○ Agenda and minutes
12.	Prepare the apprentice certificate for signature.	Apprenticeship Unit	○ SD-051 ○ SD-052 ○ SD-056 ○ SD-053 ○ SD-055 ○ SD-094
13.	Counter sign the apprentice certificate.	CEO and Registrar: Manpower Training	○ SD-051 ○ SD-069

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
14.	Copy, file, and forward the apprentices certificate to employer to forward to candidate and update MIS.	Apprenticeship Unit	<ul style="list-style-type: none"> o SD-051 o SD-050
15.	If needed, lodge an appeal as per step 5.1.3	Relevant Party	<ul style="list-style-type: none"> o SD-019 o Agenda and minutes o SD-020

6. TRADE TEST A SECTION 28 CANDIDATE

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

6.1. ADMISSION AND EXTENSION CRITERIA FOR SECTION 28 TRADE TEST

The Conditions of Apprenticeship specifies the age, the minimum qualification and years of related work experience required before a person may apply for a trade test.

The CHIETA may submit an application to the Registrar: Manpower Training to approve specific admission and extension criteria for Section 28 candidates. Once approved these criteria are the prescribed criteria for the chemical industries sector.

The minimum admission criteria for Section 28 candidates in the chemical industries sector are:

- Grade 10 with 4 years relevant on-the-job practical experience and a minimum of a full N2 qualification, i.e. 4 subject N2; or
- Grade 10 with 5 years relevant on-the-job practical experience and a N2 trade theory appropriate to the trade.

The minimum exemption criteria for Section 28 candidates in the chemical industries sector are:

Exemptions - educational requirements:

Where candidates do not meet the above N2 trade theory criteria:

- A letter requesting exemption for N2 trade theory may be provided with motivation by his/her employer; or
- Evidence of the following:

- At least Standard 9 or Grade 11 certificate related to the trade obtained at a Technical High School; or
- N3 or a higher technical qualification obtained at a Technical College or University of Technology which contextualises the relevant trade or theory subject; or
- Where N2 trade theory is only required - NQF 3 core unit standards or Competency-based Modules in the relevant trade if equivalent to the N2 trade theory.

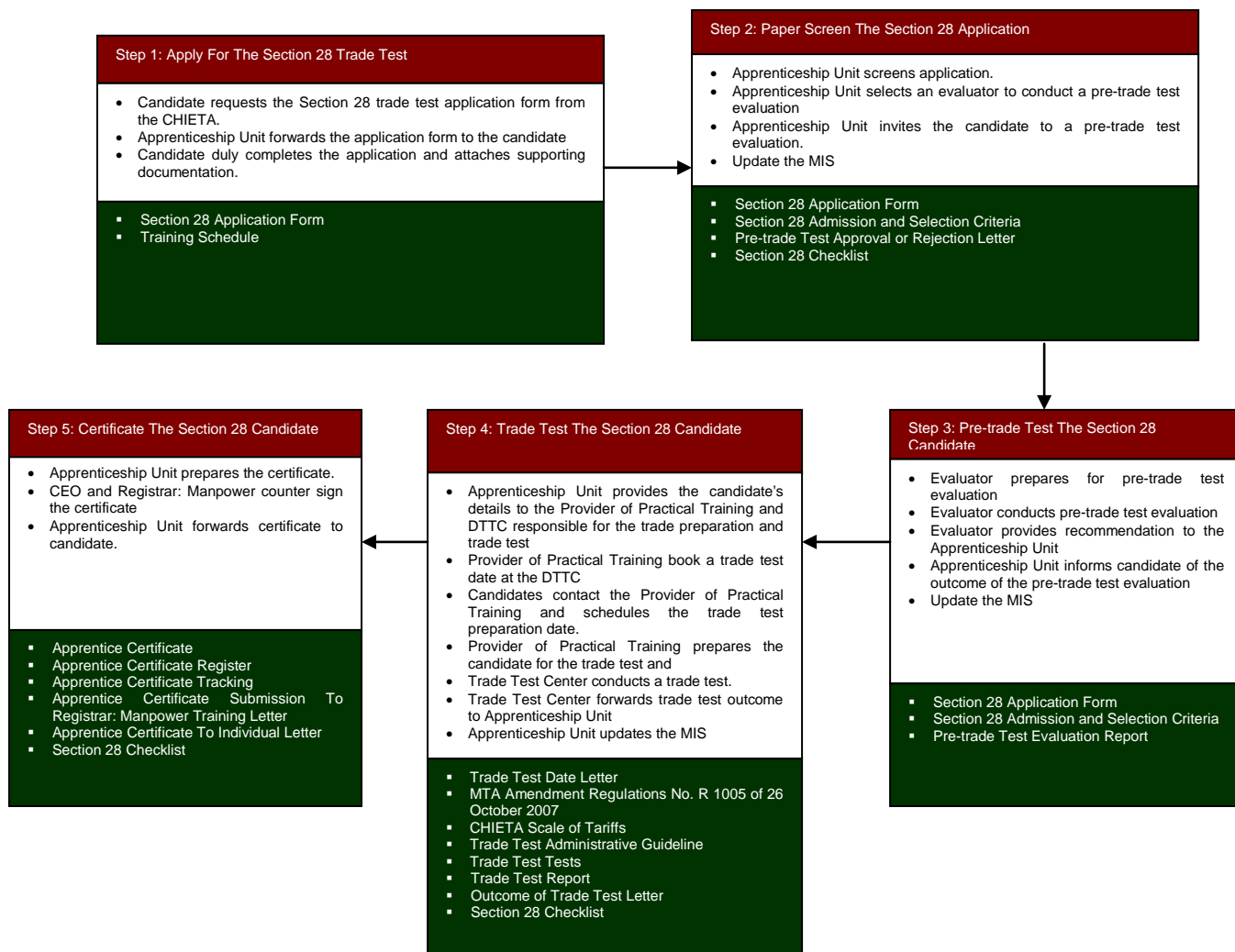
Exemptions - practical experience:

In the case of a lack of relevant practical experience (in terms of the minimum admission criteria), exemption may be granted only in cases where:

- Candidates are in possession of an NQF 4 Certificate in a relevant trade-related learnership or qualification.

6.2. STEP-BY-STEP GUIDE FOR SECTION 28 TRADE TEST APPLICATIONS

This section of the Guideline provides you with step-by-step details of how to apply for the trade test for Section 28 candidates.



6.2.1. Apply For The Section 28 Trade Test

The employer or the candidate lodge an Application For Section 28 Trade Test. The completed Section 28 Application Form together with the candidate's portfolio of evidence (PoE) must be submitted to the Apprenticeship Unit for evaluation.

In the PoE the candidate is required to demonstrate that he/she meets the requirements for a trade test. The following is the minimum documentation required in the PoE:

- Certified copy of ID or birth certificate
- Certified copy of relevant educational qualification demonstrating admission into section 28 i.e. Grade 10 or N1
- Certified copy of relevant educational qualification demonstrating entry requirements into a trade test i.e. N2
- Certified copies of practical training relevant to the trade
- Curriculum vitae, outlining relevant on-the job experience i.e. 4-5 years

- Training record specifying relevant on-the job experience i.e. 4-5 years

The candidate may apply for exemption where the above requirements are not met. However the application must be in accordance with the criteria as specified in section 6.1.

You need to make a copy of your PoE, which you will be required to take along to the pre-trade test evaluation.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Request the Section 28 trade test application form from the CHIETA.	Candidate	○ Email / Telephone request
2.	Forward the application form to the candidate.	Apprenticeship Unit	○ SD-057

6.2.2. Level One: Paper Screen The Application

The Application and the PoE is screened to determine that the candidate's knowledge, training and / or experience is of a nature and period that reasonably concur with the Section 28 admission criteria for the trade in question.

If the application is satisfactory the Apprenticeship Unit selects an appropriate CHIETA Evaluator to conduct a pre-trade evaluation and invite the candidate to a pre-trade test evaluation.

The Section 28 trade test application is not approved for example where:

- The evidence provided do not indicate that the knowledge, training or experience is of a nature that concurs with the admission criteria.
- You are not the minimum qualifying age.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Duly complete the application and attach portfolio of evidence.	Candidate	○ SD-057
2.	Screen application and the PoE to determine that the candidate's knowledge, training and / or experience is of a nature and period that reasonably concur with the Section 28 admission criteria for the trade in question.	Apprenticeship Unit	○ SD-057 ○ SD-096
3.	Select a CHIETA Evaluator to conduct a pre-trade test evaluation.	Apprenticeship Unit	○ E-mail
4.	Inform the candidate of the outcome of the desk-top evaluation and if successful invites the candidate to a pre-trade test evaluation	Apprenticeship Unit	○ SD-058 ○ SD-059

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
5.	Capture the application on the MIS.	Apprenticeship Unit	o SD-057

6.2.3 Level Two: Pre-trade Test The Candidate

Please take with you your PoE, copy of your identification document and any other evidence as outlined to you by the Apprenticeship Unit.

A CHIETA Evaluator conducts the pre-trade test evaluation. The Apprenticeship Unit forwards a scanned copy of the Application and paper screen evaluation to the CHIETA Evaluator. The CHIETA Evaluator prepares for the pre-trade evaluation; the evaluation takes the form of PoE perusal, a structured interview, a written examination and if needed a practical demonstration.

At arrival the candidate is briefed for the evaluation. The CHIETA Evaluator reviews documentation (PoE and any additional evidence) with the candidate to ensure authenticity, currency and sufficiency.

The CHIETA Evaluator conducts a verbal interview to establish facts not apparent from the evidence presented. During the interview the CHIETA Evaluator asked a selection of questions based on the evidence presented. Furthermore the CHIETA Evaluator discusses with you your related work experience and training.

After the interview, the CHIETA Evaluator provides you with a pre-trade test evaluation questionnaire to complete within a specific time. The CHIETA uses INDLELA's pre trade test questionnaires.

Afterwards the CHIETA Evaluator compares the evidence presented, comments made during the interview and the answers provided in the pre-trade test with the training schedule for the specific trade. The outcome could be that the CHIETA Evaluator identifies:

- No gaps in the skills, knowledge and experience required for the trade. The evaluator recommends to the Apprenticeship Unit that the candidate is eligible for trade preparation; or
- The candidate is required to undertake a practical exercise to clarify certain issues or address gaps. After the practical exercise the CHIETA Evaluator determines if the candidate has any skills, knowledge and experience required to be eligible for trade preparation; or
- Gaps in the skills, knowledge and experience required for the trade that need to be addressed before attending a trade test. The CHIETA Evaluator recommends to the Apprenticeship Unit that the candidate may only be eligible for trade preparation after additional training (theoretical, on-the-job and of-the-job) is acquired.

The CHIETA Evaluator records the outcomes, in the Pre-Trade Test Evaluation Report. The CHIETA Evaluator submits the signed Pre-Trade Test Evaluation Report, outlining his / her findings to the CHIETA.

On receipt of the Pre-Trade Test Report, the Apprenticeship Unit informs the candidate of the outcome and updates the MIS.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Prepare for the pre-trade test evaluation.	CHIETA Evaluator	<ul style="list-style-type: none"> o SD-009 – 015, 067 & 068 o Indlela pre-trade test questionnaires
2.	Conduct pre-trade test evaluation and provide feedback to the Apprenticeship Unit.	CHIETA Evaluator	<ul style="list-style-type: none"> o SD-009 – 015, 067 & 068 o SD-061 – 067, 074 & 075 o Indlela pre-trade test questionnaires
3.	Inform candidate of the outcome of the pre-trade test evaluation.	Apprenticeship Unit	<ul style="list-style-type: none"> o SD-091 o SD-092
4.	Update the MIS with the outcome of the pre-trade test	Apprenticeship Unit	<ul style="list-style-type: none"> o SD-061 – 067, 074 & 075 o SD-091 o SD-092

6.2.5 Trade Test The Section 28 Candidate

The Apprenticeship Unit provides the candidate's details to the Provider of Practical Training and DTTC responsible for to respectively prepare the candidate for the trade test and to conduct the trade test.

The Provider of Practical Training books a trade test date at the relevant DTTC. The candidate is responsible to contact the Provider of Practical Training too schedule the date for trade test preparation. The duration of the trade preparation will be specified by the CHIETA Evaluator in the Pre-trade Test Report.

The trade test center conducts a pre-trade test briefing with the candidate to give final instruction and select the trade test. The trade test is conducted in an environment conducive to trade testing.

After the trade test feedback is provided to the candidate. The trade test center records the trade test results, reports the outcome, and submits a copy of the trade test report to the CHIETA. The Apprenticeship Unit updates the MIS.

If the candidate is found not competent it is the responsibility of the candidate to book a date for the re-test with the DTTC. The candidate is responsible for the fee for the re-test.

You may lodge an appeal as per step 5.1.3 to the CHIETA Board if you are not in agreement of the trade test results.

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Provide the candidate's details to the Provider of Practical Training and DTTC responsible for the trade preparation and trade test.	Apprenticeship Unit	o E-mail
2.	Book a trade test date at the DTTC.	Provider of Practical Training	o E-mail
3.	Contact the Provider of Practical Training and schedules the trade test preparation date.	Candidate	o Telephonically
4.	Prepares the candidate for the trade test.	Provider of Practical Training	o SD-061 – 067, 074 & 075
5.	Conducts a trade test.	Trade Test Center	o SD-077 – 085
6.	Forwards trade test outcome to Apprenticeship Unit.	Trade Test Center	o SD-077 – 085
7.	If not competent inform candidate.	Apprenticeship Unit	o SD-097 o SD-077 – 085
8.	Update the MIS.	Apprenticeship Unit	o SD-077 – 085

6.2.6 Certificate The Section 28 Candidate

After the certificate is printed the Apprenticeship Unit verifies the information:

- Initials and name
- Identity document number
- Trade
- Type of trade test application (section 13 or 28)
- Contract number
- Date tested
- Date issued

Also, the following information on the certificate is verified:

- Candidate complies with the criteria for the trade
- Details of the certificate
- Layout of the certificate

If correct, the certificate is presented to the CEO for signature. Once signed the certificate, together with the trade test report is presented to the Registrar: Manpower Training for signature.

The signed certificate is copied and placed on the candidates file. The MIS is updated accordingly.

The signed certificate is forwarded to the candidate within 14 days after the last day of the trade test.

6.2.7 Duplicate Certificate

Please note that the qualified artisan may apply for a duplicate certificate. When applying for a duplicate certificate the following information needs to be submitted:

- Affidavit – reason for applying for duplicate trade test certificate
- Certified copy of applicant's ID
- Signed copy of the trade test report from INDLELA or the CHIETA accredited DTTC
- Proof that applicant is captured on COAITB Data Net system

The sub-steps are summarized as follows:

SUB- STEPS	ACTIVITY	RESPONSIBILITY	DOCUMENT
1.	Prepare the apprentice certificate for signature.	Apprenticeship Unit	<ul style="list-style-type: none"> ○ SD-051 ○ SD-052 ○ SD-056 ○ SD-093
2.	Counter sign the apprentice certificate.	CEO and Registrar: Manpower Training	<ul style="list-style-type: none"> ○ SD-053 ○ SD-093
3.	Copy, file, and forward the apprentices certificate to the candidate and update MIS.	Apprenticeship Unit	<ul style="list-style-type: none"> ○ SD-051 ○ SD-054 ○ SD-094
4.	If needed, lodge an appeal as per step 5.1.3	Relevant Party	<ul style="list-style-type: none"> ○ SD-019 ○ Agenda and minutes ○ SD-020

7. APPRENTICESHIP ROUTES

The Department of Labour published the new Skills Development Amendment Act, 2008 (Act No 37 of 2008). The Skills Development Amendment Act comes into operation on a date determined by the Minister of Labour.

According to the Skills Development Amendment Act no person may obtain an artisan qualification in terms of the Skills Development Amendment Act unless they have successfully undergone a trade test administered by an accredited trade test center. A person may apply for a trade test in respect of a trade if:

Apprenticeship route:	The person has satisfied the relevant requirements of an Apprenticeship in respect of that trade
Learnership route:	The person has completed a learnership relevant to that trade.
Recognition of prior learning route:	An accredited trade test center has certified that the person has acquired sufficient prior learning related to that trade
Occupational or vocational route	or That person has completed any other learning programme resulting in an occupational or vocational qualification inclusive of prescribed work experience that entitles such person to undergo the relevant trade test

The new way to artisan development was considered when this Guideline was developed to ensure that the practices of the parties concerned are as far as possible in line with any changes.