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**PROC - 002 CHIETA GUIDELINE: ACCREDITATION AS AN EMPLOYER OF
 APPRENTICES TRAINING, PROVIDER OF PRACTICAL TRAINING OR
 DECENTRALISED TRADE TEST CENTER AND APPROVAL OF A FET
 INSTITUTIONS SELF-EVALUATION**

AMENDMENT RECORD		
REV.	SECTION AFFECTED/REFERENCE	DATE

CHIETA ETQA APPRENTICESHIP IMPLEMENTATION SERIES

CHIETA GUIDELINE: ACCREDITATION AS AN EMPLOYER OF APPRENTICES TRAINING, PROVIDER OF PRACTICAL TRAINING OR DECENTRALISED TRADE TEST CENTER AND APPROVAL OF A FET INSTITUTIONS SELF-EVALUATION.

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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.

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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 ACCREDITATION AND APPROVAL SELF-EVALUATION GUIDELINE

As 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*, applicants seeking accreditation or approval with the CHIETA to be part of the apprenticeship process are requested to complete a self-evaluation as part of the preparation for the accreditation / approval process.

Self-evaluation is the process of evaluating your organization's own practices in order to determine the extent to which you meet the CHIETA requirements for accreditation / approval.

You are therefore able to evaluate your accreditation / approval readiness and if needed, institute actions to meet any outstanding requirements as specified by the Manpower Training Act (MTA) Act 56 of 1981 and the CHIETA.

2 HOW TO CONDUCT THE SELF-EVALUATION

You should go through each of the criteria listed below and determine you're organisation's state of readiness against each individual criterion. If actions are required to meet a criterion, you should indicate the actions required, who will perform the actions and the timeframe for completion. You should specify the date that you performed the required action and met the criterion.

When conducting the self-evaluation the applicant must keep in mind that the culture of apprenticeship training is one where the:

- Mentors/coaches, who are artisans, assume the responsibility for training future artisans. This training is dependant on the commitment of those responsible to conduct training of appropriate quality. It is on this basis that the assurance of the quality of apprentice training can be kept relatively simple.
- Provider of Apprentice Training supports the employer and the mentor/coaches, who are artisans, assume the responsibility for training future artisans. This support takes the form of training needed to enable the apprentice to work under the supervision of an artisan. Providers teach in addition relevant knowledge needed to conduct the work of an artisan so that it can be applied at work.
- FET Institution is where the prospective apprentice receives typically the theoretical part of the training. The Trainers of the Institution provides the theoretical training that the apprentice needs to enter into a trade test
- A trade test is the final testing of apprentices and Section 28 candidates leading to the award of a trade certificate (red seal certificate). This certificate is accepted as proof of competency in the relevant trade. As such assurance

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of quality of trade testing is critical to ensuring the quality of artisans certified in terms of the MTA within the chemical industries sector.

Wherever possible (i.e. where the applicant is not owned and managed by a single individual) you should put a team together to be part of the self-evaluation process.

- Employer - both employer representatives involved in coaching and mentoring and the official(s) who are involved in the accreditation process could consider the accreditation criteria listed below when checking and reporting on the ability of an employer to conduct apprentice training.
- Provider – both trainers, experienced artisans and the official(s) who are involved in the accreditation process could consider the accreditation / approval criteria listed below when checking and reporting on the ability of an employer to conduct apprentice training.
- Trade test centre - both trade testers, experienced artisans and the official(s) who are involved in the accreditation process could consider the accreditation / approval criteria listed below when checking and reporting on the ability of an employer to conduct apprentice training.

Training and testing of apprentices and the related quality assurance must be addressed in accordance with the training schedule / trade testing criteria for the relevant trade, the MTA and related regulations, other documentation from the CHIETA that maybe provided as required.

You are not required to submit your completed self-evaluation to the CHIETA. The self-evaluation process has been designed to assist you to assess your organisation against the criteria. You should, however, keep a copy of your completed self-evaluation process on site for review by the CHIETA if necessary. The documents that you need to submit with your application have been listed in the application form and are:

DOCUMENT	APPLICANT			
	FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB) TRAINING)	TRADE TEST
1. Document indicating the legal status of the organisation (not to be attached if the application is for an extension of accreditation / approval).	√	√	√	√ (not INDLELA)
2. Tax compliance certificate from SARS (not to be attached if the application is for an extension of accreditation / approval).	√	√	√	√ (not INDLELA)
3. Training plan for each period of training / experience.	√	√	√	
4. Signed equipment / tool list per trade (For FET institutions if proving workshop-based training).	√	√	√	
5. Original or certified copies of certificates and supporting documents of coaches/mentors, trainers, and trade testers.	√	√	√	√
6. If exempted from paying levy, exemption letter		√	√	√ (not INDLELA)

Consideration of the questions below guides the applicant or CHIETA official to make the appropriate answer for each of items considered when recommending accreditation or approval. The table that follows in section 3 provides the list of criteria as well as spaces for the completion of the self-evaluation. The table has been developed as follows:

COLUMN	SPECIFICATION
Column A:	Indicates the accreditation / approval criteria.
Column B:	Provides details of possible evidence.
Column C:	Indicate the requirements per type of applicant.
Column D:	Provide space for the actions required, taken and closed to meet a specific criterion.

If you find that your organisation meets the accreditation / approval criteria, you should complete the Application For Accreditation / Approval For Apprenticeship Implementation. Once the Application Form is complete, it should be submitted to the CHIETA (Apprenticeship Unit).

3 THE SELF-EVALUATION ACCREDITATION / APPROVAL CRITERIA

The evidence provided is possible evidence that the applicant may submit as proof. The CHIETA site visit team will also accept any alternative evidence.

CRITERIA	POSSIBLE EVIDENCE	APPLICANT				ACTION REQUIRED & DATE CLOSED
		FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB) TRAINING	TRADE TEST	
1. REQUIREMENTS						
1. Holding company / legal entity / other.	<ul style="list-style-type: none"> • One of the following if applicable: <ul style="list-style-type: none"> ○ Partnership ○ Company ○ Trust ○ Closed corporation ○ Section 21 company ○ Agency ○ Provincial Department of Education confirmation that institution is a public FET Institution • Other 	√	√	√	√ (not INDLELA)	
2. Applicant is tax compliant.	<ul style="list-style-type: none"> • Tax clearance certificate [Even if you are a new organization, SARS will provide you with a tax clearance certificate, providing you are registered with them and have been complying since you started up.] 	√	√	√	√ (not INDLELA)	
3. Applicant is registered as a levy payer.	<ul style="list-style-type: none"> • Skills Development Levy number; or • Exemption where applicable 		√	√	√ (not INDLELA)	
4. Applicant complies with occupational health and safety standards.	<ul style="list-style-type: none"> • Signed declaration of occupational health and safety for apprentices 	√	√	√	√	

CRITERIA	POSSIBLE EVIDENCE	APPLICANT				ACTION REQUIRED & DATE CLOSED
		FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB) TRAINING	TRADE TEST	
5. Applicant signed code of conduct.	<ul style="list-style-type: none"> Signed code of conduct 	√	√	√	√	
6. Applicant declared its readiness to be part of the apprenticeship process.	<ul style="list-style-type: none"> Signed declaration of readiness 	√	√	√	√	
2. FINANCIAL VIABILITY						
1. Applicant is financial viable for the implementation of the apprenticeship.	<ul style="list-style-type: none"> Environment of financial control Financial policy and procedures Budget allocation Financial monitoring environment (actual income and expenditure against the budget) Sufficient income from fees, course costs and subsidies 	√	√	√	√	
2. Applicant's budget addresses the minimum requirements of the CHIETA.	<ul style="list-style-type: none"> Employer - budget for at least: <ul style="list-style-type: none"> Remuneration & insurance of apprentice Training including block release training Testing Personal protective clothing & tools Equipment / tools Staff for mentorship & coaching Management of training not at employer site Administration Transport / Accommodation Trade testing Practical training - budget for at least: <ul style="list-style-type: none"> Safety 	√	√	√	√	

CRITERIA	POSSIBLE EVIDENCE	APPLICANT				ACTION REQUIRED & DATE CLOSED
		FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB) TRAINING	TRADE TEST	
	<ul style="list-style-type: none"> ○ Learning programme development ○ Testing ○ Staff for training / testing ○ Tools / equipment ○ Infrastructure such as buildings ○ Mentorship & coaching ○ Administration ○ Transport / Accommodation if required ● FET Institution budget for at least: <ul style="list-style-type: none"> ○ Safety ○ Learning programme development ○ Examination ○ Staff for training / examination ○ Tools, equipment and machinery (if also providing practical) ○ Infrastructure such as buildings ○ Mentorship & coaching ○ Administration ● Trade test centre budget for at least: <ul style="list-style-type: none"> ○ Infrastructure such as buildings ○ Staff for trade testers ○ Tools, equipment and machinery ○ Administration 					
3. Applicant has a plan in place to be part of the apprenticeship process.	<ul style="list-style-type: none"> ● Implementation plan ● Business plan ● Operational plan 	√	√	√	√	
3. SUSTAINABILITY						
1. Proposed number of apprentices to	<ul style="list-style-type: none"> ● Workplace skills plan 			√		

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be indenture is in line with the applicant's workplace skills plan.						
2. Applicant has evidence that additional apprentices to be indentured are addressing the shortage of scarce skills pertaining to artisans in the chemical industries sector.	<ul style="list-style-type: none"> • Sector Skills Plan 			√		
3. Applicant has sufficient apprentices available to fill the planned training programmes / trade testing	<ul style="list-style-type: none"> • Proposed number of apprenticeships 	√	√	√	√	
4. Applicant has evidence that no alternative trade testing centres are in the area (location) available that can offer the service required and that the organization enjoys the standing/credibility of a DTTC in the area to be served.	<ul style="list-style-type: none"> • List of accredited DTTC • Recommendations form employers 				√ (not INDLELA)	
4. PHYSICAL RESOURCES						
1. Applicant has access to (or has ownership of) the required facilities or premises.	<ul style="list-style-type: none"> • Lease agreement • Evidence of ownership 	√	√	√	√ (not INDLELA)	
2. Applicant has the required educational resources (software, audiovisual materials, written materials and books).	<ul style="list-style-type: none"> • Inventory list of educational resources per module 	√	√	√		
3. Applicant has the required equipment, machinery and tools.	<ul style="list-style-type: none"> • Signed tool / equipment list per trade (also for FET Institution if providing practical training) 	√	√	√	√	

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		FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB TRAINING)	TRADE TEST	
4. Applicant has evidence that apprentices have access to tools, machinery & equipment.	<ul style="list-style-type: none"> • Tool box per apprenticeship; or • System to ensure that each apprentice always has access to the tools needed. • Access to a training facility where apprentices will receive the training on the required machinery • Access to machinery / equipment that will ensure experience gained at the workplace is equivalent to that normally gained using machinery that is not available at the workplace 	√	√	√	√	
5. HUMAN RESOURCES						
1. Applicant has a process in place to select, develop and appraise staff.	<ul style="list-style-type: none"> • HR policies and procedures • Development plan • Appraisal system 	√	√	√	√	
2. Applicant has sufficient number of staff in place, including administrative staff.	<ul style="list-style-type: none"> • Organogram • List of administrative staff • Employer - 1 mentor/coach for 2 apprentices • Practical training / FET institution - evidence that apprentices to trainers in line with the nature of the training, method of training used and the arrangement of the facilities. Typical ratios are: <ul style="list-style-type: none"> ○ 1 trainer for 10 apprentices in workshop training ○ 1 teacher for 20 apprentices in a classroom • Trade test centre – evidence that testers sufficient to supervise testing and not to 	√	√	√	√	

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		FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB TRAINING)	TRADE TEST	
	delay testing as tester occupied with other duties or candidates					
3. Trainers, mentors, coaches or trade testers are competent in their specific role.	<ul style="list-style-type: none"> • Employer – mentor / coach: red seal certificate or an equivalent in the trade (e.g. effluxion of time) • Practical training – trainer -. 5 years on the job experience. • FET institution – trainer: teaching qualification or training short courses. Related experience in the trade and / or training apprentices in the trade • Trade test centre – trade tester: red seal certificate or equivalent in the trade (e.g. effluxion of time). 5 years experience in the trade and / or testing of apprentices in the trade. 	√	√	√	√	
4. If the trainers, mentors, coaches or trade testers are not competent as specified by the CHIETA, evidence is available of an equivalent in trade.	<ul style="list-style-type: none"> • No red seal certificate, evidence of for instance: <ul style="list-style-type: none"> ○ Experienced engineering & training practitioner ○ Work history based on documentary evidence such as records of service CVs & testimonials relevant to the trade ○ Statement of equivalence of qualifications from SAQA 	√	√	√	√	

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6. ADMINISTRATIVE SYSTEM						
1. Applicant has a process in place to capture, store, maintain and update apprentice information from registration up to completion of phases to exit from the apprenticeship.	<ul style="list-style-type: none"> • Recording policy and procedure that indicates frequency and format of recording to CHIETA and between sites • Process to keep apprentice records for at least 3 years after completion of apprenticeship • Apprenticeship process able to keep information on: <ul style="list-style-type: none"> ○ Name and registration number ○ Contact details ○ Demographic information ○ Education and training background and experience ○ Special and additional learning needs ○ Resource factors ○ Trade for which apprentices are registered ○ Performance during the apprenticeship ○ Achievement during and at the end of the apprenticeship 	√	√	√	√	
2. Applicant has a system to keep apprenticeship records in the format that CHIETA requires and in line with the organization's process.	<ul style="list-style-type: none"> • Apprenticeship system / templates to ensure that at least the following records are kept: <u>Employer:</u> <ul style="list-style-type: none"> ○ Employment records ○ Training planned and executed ○ Apprentice training and logbook ○ Evaluation / examinations / tests 	√	√	√	√	

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		FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB) TRAINING	TRADE TEST	
	<ul style="list-style-type: none"> ○ Counselling/mentoring/review meetings ○ Attendance of apprentices ○ Advice to CHIETA of absence by an apprentice of more than three days <u>Practical training / FET institution:</u> ○ Apprentice records that reflect personal details, employer details, training plan, attendance, training received, and examination / testing plan <u>Trade test centre:</u> ○ Apprentice records that reflect personal details, employer details & trade test 					
3. Applicant has a process in place to keep apprentice records secure and confidential.	<ul style="list-style-type: none"> ● Secure paper-filing facilities and/or a secure computer-based system of records 	√	√	√	√	
4. Applicant has a process to keep back up set of apprentices' records, contracts and / or certificates.	<ul style="list-style-type: none"> ● Back-up system / process 	√	√	√	√	
7. APPRENTICE SUPPORT AND GUIDANCE						
1. Applicant has a process in place to support and guide the apprentice.	<ul style="list-style-type: none"> ● Guidance and support policies and procedures that indicates how learners are introduced to and supported through the apprenticeship 	√	√	√		
8. TRAINING OF APPRENTICES						
1. Applicant has a process in place to train the apprentices.	<ul style="list-style-type: none"> ● Training policy and procedures relevant to the trade 	√	√	√		

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		FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB) TRAINING	TRADE TEST	
2. Applicant has learning programmes in place that address all the outcomes relevant to the trade.	<ul style="list-style-type: none"> Learning programme matrix 	√	√	√		
3. Applicant has a training plan in place to train the apprentices.	<ul style="list-style-type: none"> Training plan that indicates – <ul style="list-style-type: none"> <u>Employer:</u> <ul style="list-style-type: none"> Each training activity Where training activities take place Which items on the training schedule are addressed in each activity <u>Practical training / FET institution:</u> <ul style="list-style-type: none"> Scope of training Type / nature of training Duration of training Scheduling of training Reference to training materials 	√	√	√		
4. Applicant made the staff aware of the CHIETA code of conduct pertaining to individuals involved in apprentice training.	<ul style="list-style-type: none"> Code of conduct visible to all staff Awareness campaign 	√	√	√		
5. Applicant has a process in place to manage off-site / on-site / theoretical training.	<ul style="list-style-type: none"> Management of off-site training policy and procedure 			√		
9. MANAGEMENT OF TESTING / EXAMINATION						
1. Applicant has a process in place for module and phase tests or examinations for the apprentices where applicable.	<ul style="list-style-type: none"> Testing / examination policy and procedures that indicates: <ul style="list-style-type: none"> Methods, instruments / tools Cycle of examination / testing Timing and arrangements that is 	√	√	√		

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		FET	PRACTICAL (OFF-THE- JOB) TRAINING	EMPLOYER (ON-THE-JOB TRAINING)	TRADE TEST	
	<ul style="list-style-type: none"> flexible to accommodate specific needs / constraints of the apprentice o Testing / examination process that is fair, valid and authentic (plan, prepare, conduct, feedback & review) o Security and confidentiality requirements relating to results • Testing / examination guide 					
2. Applicant has a process in place for learners to lodge a complaint or grievance.	<ul style="list-style-type: none"> • Complaint or grievance policy and procedure. This could be part of other processes of the applicant 	√	√	√		
3. Applicant has a certification process in place to certify apprentices listing his / her demonstrated skills related to the modules comprising that phase as prescribed in the conditions of apprenticeship.	<ul style="list-style-type: none"> • Certification policy and procedures • Certificate template 			√		
10. TESTING OF APPRENTICES						
1. Applicant has a process in place to ensure that the candidate could attempt a trade test.	<ul style="list-style-type: none"> • Trade test application process, that includes: <ul style="list-style-type: none"> o Preparing candidates (including sect 28 candidates) o Lodging application 			√		
2. Applicant has a process in place to keep trade test secure and confidential.	<ul style="list-style-type: none"> • Security process • Safe / lockable place 				√	
3. Applicant has a process in place for trade testing candidates.	<ul style="list-style-type: none"> • Trade test policy and procedures that indicates a fair, authentic and high standard process of testing (plan, 				√	

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		FET	PRACTICAL (OFF-THE-JOB) TRAINING	EMPLOYER (ON-THE-JOB) TRAINING	TRADE TEST	
	prepare, conduct, feedback & review) • Trade test guide that includes – <ul style="list-style-type: none"> ○ Bookings ○ Administration of candidates reporting for trade testing ○ Pre-test briefing (instructions & selection of tests) ○ Preparation of test facilities ○ Conduct of and during the test ○ Problems & deviations from the normal procedure ○ Evaluation ○ Feedback ○ Complaints & appeals ○ Processing results ○ Fraud or cheating by the candidates or testers 					
4. Applicant has a process in place for learners to lodge a complaint or grievance.	• Complaint or grievance policy and procedure. This could be part of other processes of the applicant				√	