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**PROC – 004: INFORMATION GUIDE ON THE COST STRUCTURE FOR THE  
 CHIETA'S DECENTRALISED TRADE TEST CENTERS**

AMENDMENT RECORD		
REV	SECTION AFFECTED/REFERENCE	DATE

# **CHIETA ETQA APPRENTICESHIP IMPLEMENTATION SERIES**

## **INFORMATION GUIDE ON THE COST STRUCTURE FOR THE CHIETA'S DECENTRALISED TRADE TEST CENTERS**

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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 DECENTRALISED TRADE TEST COST STRUCTURE GUIDELINE

This Guide outlines the maximum trade test fees payable to the CHIETA accredited constituent decentralized trade test centers (DTTCs) for conducting the trade tests.

Therefore the trade test fees are reflected as prescribed by CHIETA payable to the CHIETA's DTTCs that conduct trade tests against trades within jurisdiction of the CHIETA.

The area of jurisdiction 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

## 2. MAXIMUM TRADE TEST FEES PAYABLE TO DTTCs

The maximum trade test fees payable to accredited constituent DTTCs are the trade test fees as prescribed by the CHIETA to DTTCs that conduct trade tests against trades within its jurisdiction.

The maximum trade test fees including VAT effective from 1st September 2009 and are as follows:

- Section 13 or 28 trade test: R1 450.00 per candidate
- <sup>1</sup>Credit trade test: R800.00 per candidate

The decentralised trade test fees will be revised from time-to-time by the CHIETA ETDQA.

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

<sup>1</sup> A Credit trade test is regulated by the CHIETA Policy on Credit Accumulation. The Credit trade test is for the 2<sup>nd</sup> and/or 3<sup>rd</sup> attempt as allowed by this Policy.

### 3. METHOD OF PAYMENT OF TRADE TEST FEES PAYABLE TO DTTCs

#### 3.1. SECTION 13 TRADE TEST

When an employer makes a request to the CHIETA for a trade test:

1. 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 that will conduct the trade test (or INDLELA.  
Note: INDLELA only accepts a cheque or postal order as a method of payment from the SETAs);
2. Proof of payment made to the DTTC **must** accompany the Application Form; **OR**
3. Proof of a payment agreement between the employer and the DTTC must accompany the Application Form;

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

#### 3.2. SECTION 28 TRADE TEST

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

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

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