



PO BOX 961 AUCKLAND PARK 2006 • 2 CLARMART ROAD RICHMOND 2092 JOHANNESBURG
 Telephone (011) 726-4026 • Fax (011) 726-7777 • info@chieta.org.za • www.chieta.org.za

POL – 001: ETDQA - APPRENTICESHIP UNIT POLICY STATEMENTS

AMENDMENT RECORD		
REV.	SECTION AFFECTED/REFERENCE	DATE

POLICY

CHIETA-APPRENTICESHIP UNIT POLICY STATEMENTS

Policy Review

An annual review will be done on the policy and position stated herein by the ETDQA Apprenticeship Manager, and documented recommendations will be reviewed and if applicable, implemented

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EXPLANATORY NOTES

In this section we clarify terminology and the reason for the fonts that have been used in this Policy Document, so that the reader can engage meaningfully with the contents of this Document.

- 1 The National Artisan Training Committee is an operational committee that meets monthly until all the required documents (e.g. guidelines, forms and checklists) have been developed. Thereafter the NATC meets bi-monthly; however the NATC may be scheduled to meet more often as the need arises. It is a neutral unbiased Committee on which nominated subject matter experts sit.
- 2 The Minister of Labour abolishes the Chemical, Oil and Allied Industry Training Board (COAITB) after the establishment of the CHIETA in terms of item 4 of Schedule 2 of the Skills Development Act, 1998 (Act No 97 of 1998). The COAITB had in terms of section 12B of the Manpower Training Act, 1981 (Act No. 56 of 1981) [MTA] jurisdiction over the chemical industries sector. After the abolishment all assets, rights, liabilities and obligations of the COAITB were transferred to the CHIETA.
- 3 The area of jurisdiction of the CHIETA means the area in respect of which the CHIETA has jurisdiction in terms of the MTA as published in Government Gazette No 16561 of 21 July 1995 (Notice No. R. 1076). The CHIETA-ETDQA Apprenticeship Unit shall therefore only:
 - o Accredite/ approve / inspect organizations that apply against trades that fall within the area of jurisdictions of the CHIETA.
 - o Evaluate Section 13 and Section 28 apprenticeship applications that falls within the area of jurisdiction of the CHIETA.
 - o In cases where a Section 13 application fall within the area of jurisdiction of another Sector Education and Training Authority (SETA) enter into an agreement / understanding with the relevant SETA regarding quality assurance matters. In such instances the SETA shall register a Section 18(3) Contract of Apprenticeship.
- 4 Until such time that the apprenticeship system is phased out, the CHIETA will be obliged to issue certificates for candidates who in case of a Section 13 are registered on a Contract of Apprenticeship, and who successfully complete (Section 13 and Section 28) their trade listed with the Department of Labour (DoL).

Note: The apprenticeships are not based on SAQA registered unit standards, and therefore the CHIETA issue artisan certificate in collaboration with the Registrar: Manpower Training.

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The ETDQA Apprenticeship Policy Statements will guide the functioning of the CHIETA's Apprenticeship Unit: -

Area of Jurisdiction of the CHIETA

The CHIETA's Apprenticeship Unit's area of jurisdiction for its manpower training functions are the jurisdiction in terms of the MTA as published in Government Gazette No 16561 of 21 July 1995 (Notice No. R. 1076) which includes the following designated trades:

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

National Artisan Review Committee

1. Composition

The National Artisan Review Committee (NATC) will be elected members that constitute 50% employees and 50% employers. The composition of the NATC is as follows:-

- Chairperson (elected from the nominated voting members)
- Deputy Chairperson (elected from the nominated voting members)
- Secretary (Apprenticeship Manager/Co-ordinator).
- 12 members from industry that is not only subject field experts in the CHIETA designated trades but which also has thorough knowledge of the MTA and the Conditions of Apprenticeships [No 16561 of 21 July 1995 (Notice No. R. 1076)]. The elected members are 4 members (2 employers and 2 employees) per specific *CHIETA Region Combination*.
- 3 CHIETA accredited Provider of Apprentice Training representatives. The provider representatives are 1 member per specific *CHIETA Region Combination*. These members are non-voting members.

The NATC needs to form a quorum for a meeting to be held. The 12 voting members therefore need to select an alternate that will have voting powers when representing a member at the NATC.

The CHIETA's Apprenticeship Unit acts as the Secretariat to the NATC. NATC meetings can take place in each CHIETA region on a needs basis.

2. Functions

The National Artisan Review Committee will be responsible for: -

1. Carrying out the functions, which are imposed on or conferred upon it by the MTA as contained in Section 12D.
2. Overseeing the administration of the apprenticeship system in accordance with the requirements of MTA and CHIETA.
3. Taking cognizance of decisions taken by the Apprenticeship Unit and if needed intervene or inquire.
4. On request of the Registrar, inquiring into and making any recommendations with regard to any matter which in terms of the provisions of the MTA falls within the functions of the Registrar.
5. Promoting the training of apprenticeship training within the Chemical Industries Sector.
6. If needed, making recommendation to the Registrar to amend / update the Conditions for Apprenticeship for its specific trades.
7. Establishing and managing a system for the governing and controlling of trade tests.
8. Developing training in the principles and techniques of evaluation to trade test testers and any other person responsible evaluating training and conducting testing of apprentices.
9. Researching and acting of any limiting factors on the flow of sufficient candidates for the training as artisans.
10. Recommending to the CHIETA Board an annual wage increase to the wage prescribed in Regulation 1076 of 21 June 1995
11. If requested, recommending to the CHIETA Board remuneration as per the bargaining council and not per Regulation 1076 of 21 June 1995.
12. Providing advice on employment issues pertaining the specific technical field.
13. Informing the CHIETA Board on any matters as required, specifically grievances, disputes and appeals.
14. If needed sourcing expert opinion to assist with specific industry related matters or to perform any of its functions in terms of the MTA.
15. Evaluating trade qualifications obtained outside the RSA.
16. In consultation with the Department of Labour developing any apprenticeship documentation required for the implementation and administration of apprenticeships and any training scheme.
17. Where required, in collaboration with the Department of Labour furnishing prospective apprentices with vocational guidance on career selection and career content.
18. Promoting closer co-operation between formal education and training in respect of the design and content of curricula.
19. Endorsing recommendation made by the CHIETA Evaluator on accreditation / approval of employers, providers (private & FET) and decentralised trade test centres.
20. Monitoring Section 13 applications in accordance with the requirements of MTA and CHIETA.

21. Guiding the Apprenticeship Unit on requests outside the relevant criteria for the indentureship and administration of Contracts of Apprenticeship.
22. Monitor Section 28 applications in accordance with the requirements of MTA and CHIETA.
23. Guiding the Apprenticeship Unit on requests received from Section 28 applicants that falls outside the *Section 28 Admission and Exemption Criteria*.
24. Providing reasons for confirmation of the decision of the Apprenticeship Unit on an appeal (section 41).
25. Taking notice of outcome of dispute inquiry and if needed requesting additional information.
26. If needed, inquire into any dispute arising out of any Contract of Apprenticeship or the applications of the proviso to section 13(11) of the MTA.
27. Endorsing reports as required to DoL and SAQA.
28. Endorsing progress reports and if needed providing guidance or recommend actions to be taken.
29. Conducting any other matter as delegated by the CHIETA Board or outlined by the MTA.

Chemical Industries Sector Related Employers / Providers of Practical Training / FET Institutions

1. Employer of Apprentices Training

Any person: -

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

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

2. Provider of Practical Training

An independent organization that: -

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

3. FET Educational Institution

Any Institution: -

Where education, which may include training, is provided, and which is maintained, controlled and subsidized by the Department of State or a provincial administration.

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Some Further Education Technical (FET) Institutions offer the NATED courses (N courses), which form part of apprentice training. As institutions under the Department of Education, these institutions are deemed to be accredited, but for this purpose the CHIETA will approve FET institutions as institutions to provide trade related theoretical training in the chemical industries sector.

4. Decentralized Trade Test Center

The DTTC is defined as: -

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

Inspection Of Employers

1. Inspection

Inspection is defined as: -

The inspection, of an employer site / branch as having the capacity to implement a Contract of Apprenticeship for the period of the Contract and for the specific trade.

2. Who / What do the CHIETA Inspect

The CHIETA inspects: -

An employer to confirm that the employer adhere to the necessary requirements as specified by the MTA that ensure the provision of quality workplace training, the protection of the apprentice and the public.

3. Period of Inspection

The period of inspection is: -

For the period required to implement a specific registered CHIETA Contract of Apprenticeship.

Accreditation Of Employers / Providers of Practical Training / DTTC

1. Accreditation

Accreditation is defined as: -

The certification, usually for a particular period of time of a person, a body or an institution as having the capacity to fulfill a particular function in the quality assurance system set up by the MTA and the CHIETA.

2. Who / What do the CHIETA Accredite

The CHIETA accredits: -

A person, a body or an institution that meet the requirements in the MTA and the criteria as specified in the CHIETA's *Guideline: Accreditation As An Employer of Apprentices Training, Provider Of Practical Training Or Decentralized Trade Test Center And Approval of A FET Institutions Self-Evaluation*.

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

3. Period of Accreditation

The period of accreditation is: -

For a period of 5 (five) years, or until the Apprenticeship System has been phased out, whichever is the shorter of the two periods. The period of accreditation is also subject to the re-establishment of the CHIETA.

Apprenticeship Implementation Maintenance

1. Maintenance

Monitoring site visits conducted by a CHIETA / ETDQA representative at the site of the organization accredited / inspected / approved to implement apprenticeships.

2. Period of Apprenticeship Implementation Maintenance

The CHIETA will conduct a monitoring site visit approximately one year after an organization has been awarded accreditation /inspection / approval status. This visit will aim to review an organization's progress in terms of implementing the apprenticeship.

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Scheduled or unscheduled monitoring site visits will be conducted against the (CHIETA) ETDQA evaluation criteria on a representative sample of organizations and/or when stakeholders or customers raise concerns about the organization.

The six-month / mid-year report will be due in July, and the annual report will be due in January, every year.

Memoranda of Understanding with Other SETAs

1 Memoranda of Understanding (MoUs) will be signed between:

SETAs accredited to quality assure the implementation of apprenticeship within their sector. The CHIETA will sign a MoU if:

- One of their primary focus employers indicate the need to implement a Contract of Apprenticeship against a trade that falls within the area of jurisdiction of another SETA.
- An employer within the primary focus of another SETA indicates the need to implement a Contract of Apprenticeship against a trade that falls within the area of jurisdiction of the CHIETA.

2 Quality assurance responsibilities

Each SETA will take responsibility for quality assuring the trade that falls within its primary focus area offered by an employer, regardless of whether the employer is a primary focus employer or not.

De-Accreditation/De-Approval Of Accredited Or Approved Organizations

An accredited or approved organization may be de-accredited or de-approved if any of the criteria listed are displayed. The organization needs to write a letter notifying the CHIETA ETDQA of any changes that will require de-accreditation / de-approval, where possible:

- Organization's company closure.
- Change in juristic person status of the organization, such as company amalgamation, corporate name change, business focus change.
- Death of the Sole Proprietor (Natural Person).
- Written voluntary withdrawal by the Organization.
- Organization's failure to meet the MTA and CHIETA requirements.
- Any action or failure to act by the organization, which adversely affects the validity and credibility of the apprentice's achievements.

The CHIETA ETDQA will de-accredit or de-approve an organization based on the above-mentioned. The de-accreditation / de-approval will be presented at the ETDQA Review Committee meeting and posted on the share-data and CHIETA website

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Credit Accumulation

1. Section 13 Trade Test

An apprentice, who attempts a trade test and is found not yet competent in some of the categories after the assessment, will be credited with those categories s/he was found competent in, under the following conditions:

1. One credit is equal to one item as identified on the trade test report (statement of results).
2. Credits will be valid for a maximum period of three years (36 months) from the first trade test attempt.
3. During the three years (mentioned in point 2) the apprentice will have another two attempts to obtain all the categories. This is for all the CHIETA designated trades.
4. The apprentice can only attempt a re-test at the CHIETA accredited trade test centre where the apprentice attempted his / her first trade test. If the apprentice is of the opinion that the trade test centre discriminated against him / her, the apprentice may lodge a complaint against the trade test centre and thereafter submit an application to the CHIETA to attempt the trade test at another CHIETA accredited trade test centre.
5. An apprentice, who attempted a trade test and was found not yet competent in some of the categories after the assessment, will be credited with those categories found competent in, **provided** s/he has successfully **completed at least 50% of the categories** given during the trade test on the first attempt.
6. Where an apprentice is found to be **competent in at least 50% of the category** and fails to complete one category, s/he should only be allowed to re-attempt that category after 2 months; where 2 incomplete categories were found, s/he can only have the next attempt after 4 months, etc, until the 50% needed to be declared competent is reached. These re-attempts however **can only be two attempts**.

If the apprentice is not found competent in all the categories during these two (2) re-trade test attempts the entire trade test should be repeated, but not before a period of minimum 6 months has elapsed. This time period will allow the apprentice to effectively undergo re-training and/or gain more experience.

7. An apprentice achieving **competence in less than 50% of the categories** on the first attempt will have to repeat the entire trade test and no credits can be accumulated. The apprentices will be managed in terms of his/her Contract of Apprenticeship. The re-trade test cannot be conducted before a minimum period of 6 months has elapsed to allow the apprentice to effectively undergo training and/or gain more experience.

2. Section 28 Trade Test:

A candidate, who attempts a trade test and is found not yet competent in some of the categories after the assessment, will be credited with those categories s/he is found competent in, under the following conditions:

1. One credit is equal to one item as identified on the trade test report (statement of results).

2. Credits will be valid for a maximum period of three years (36 months) from the first trade test attempt.
3. During the three years (mentioned in point 4) the candidate will have another two attempts to obtain all the categories. This is for all the CHIETA trades.
4. The candidate can only attempt a re-test at the CHIETA accredited trade test centre where the apprentice attempted his / her first trade test. If the candidate is of the opinion that the trade test centre discriminated against him / her, the candidate may lodge a complaint and thereafter an application must be submitted to the CHIETA to attempt a trade test at another CHIETA accredited trade test centre.
5. A candidate, who attempted a trade test and was found not yet competent in some of the categories after the assessment, will be credited with those categories found competent in, **provided** s/he has successfully **completed at least 50% of the categories** given during the trade test on the first attempt.
6. Where a candidate has been found to be **competent in at least 50% of the categories** and fail to complete one categories, s/he should only be allowed to re-attempt that categories after 2 months; For 2 incomplete categories, 4 months must elapse, etc, until the 50% is reached. These re-attempts however could only be two attempts.

If the candidate is not found competent in all the categories during these two (2) re-trade test attempts the entire trade test must be repeated, but not before a period of minimum 6 months has elapsed. This time period will allow the candidate to effectively undergo training or gain more experience. In a case where the candidate could not complete all the categories within three (3) attempts, the candidate will have to be registered on a formal type of training e.g. a Contract of Apprenticeship.

7. A candidates achieving **competence in less than 50% of the categories** on the first attempt will have to repeat the entire trade test. Also, the candidates; will have to pass another pre-trade test before the candidate can apply to reattempt the categories. This re-attempt of the pre-trade test will be to ensure that the candidate is eligible for a re-trade test.

Certification

1. Who will be eligible for certificates

The CHIETA ETQA takes responsibility for the certification of:

- o Accredited employers / providers of practical training and DTTC.
- o Section 13 and 28 candidates declared competent by INDLELA or a DTTC.

The CHIETA remains the sole Authority that will issue certificates for accredited employer, providers of practical training and DTTC.

The CHIETA will in collaboration with the Registrar: Manpower Training issue certificates for competent Section 13 and Section 13 candidates.

2. Types of CHIETA Certificates

The CHIETA will certificate: -

- a) Accredited employers, providers of practical training and DTTC evaluated by the CHIETA / ETDQA representative, for accreditation against specific Chemical Industries Sector Related trades after recommendation from the Apprenticeship Manager, and approved by the ETQA Review Committee and the CHIETA CEO.
- b) Section 13 apprentices registered with the CHIETA on a Contract of Apprenticeship and declared competent against the trade by INDLELA or a CHIETA accredited DTTC.
- c) Section 28 candidates declared competent against the trade by INDLELA or a CHIETA accredited DTTC

Coaches / mentors / trade testers and ETD practitioners are placed on the database with the CHIETA to coach, deliver and test against Chemical Industries Sector related trades.

3. Signing of Certificates

The ETDQA Executive Manager and CHIETA: CEO will co-sign accreditation certificates.

The CHIETA: CEO and Registrar: Manpower Training will co-sign artisan (red seal) certificates.

4. Lost or Destroyed Certificates

The CHIETA will issue: -

Duplicate certificates to organizations accredited or approved by the CHIETA and artisans certificated by the CHIETA. The duplicate certificates issued will bear the words "duplicate certificate" next to the certificate number.

5. Security of CHIETA Certificates

The CHIETA will: -

Secure the CHIETA certificates and all related documentation, sensitive information and related materials through restricted access to all such items. These will be stored in locked CHIETA safes. The relevant staff member appointed by the ETDQA Manager will control access to such CHIETA safes.

5. The secured certification service provider

The secured certification service provider will be responsible for printing and delivery and safe keeping of printed certificates prior to delivery to the CHIETA.

6. Spoilt certificates

Spoilt certificates will be recorded and filed safely

Appeals and Complaints

1. Appeal

An aggrieved party may lodge an appeal in writing to the Apprenticeship Unit within 30 days of an outcome. The CHIETA Board will review the appeal and implement suitable action.

If the party are still aggrieved the party 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. 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.

If the party feels aggrieved with the decision of the Registrar the party 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.

2. Complaints

The CHIETA will: -

Investigate complaints received that lead to concern about the continuing effectiveness of the employer / provider of practical training / FET Institution / DTTC.