

Manufacturing, engineering and related services SETA (merSETA)

Induction Training: Motor CBMT Apprentices



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

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What is the merSETA

merSETA, the Manufacturing, Engineering and related Services Education and Training Authority is one of the 23 SETAs established through the Skills Development Act [no. 97 of 1998].

It facilitates skills development for the following sub sectors:

- Metal and engineering,
- Auto manufacturing,
- **Motor retail** and component manufacturing,
- Tyre manufacturing and
- Plastics industries.



THE APPRENTICESHIP CONTRACT

EMPLOYER

**Provides the
opportunity
for On the
job
training**

**Ensure quality of training
/ administration issues**

Under the age of 18

GUARDIAN

**Gain training
and become
qualified at
the end**

APPRENTICE

THE EMPLOYER

1. Workplace approval to ensure quality on the job training
 2. Provides mentorship
 3. Order relevant learning guides
 4. Signing off of time sheets and carries out relevant modular tests
 5. Relevant on the job practical training
 6. Adheres to the minimum wage regulation
 7. Relevant provider training and technical studies paid by employer
 8. Commits to the Apprenticeship contract
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THE APPRENTICE

1. 16 Years or older
2. Std 7 / Grade 9 (Auto Body Repairer & Spray Painter) Std 8/
Grade 10 (Motor Mechanic & Automotive Machinist)

COMPULSARY SUBJECTS

- a) English or Afrikaans
- b) Maths and Science
- c) And at least two additional subjects
3. Maximum period of contract is 4 years
4. Relevant time sheets are completed and signed off
5. **Study relevant modular books and complete modular tests**
6. Keeps to the policies and procedures of the employer
7. Treated like a normal employee

THE MERSETA

the Authority

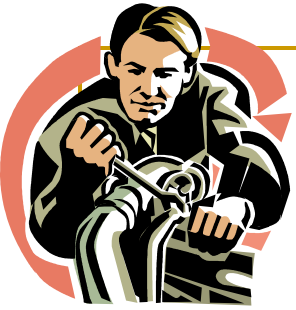
1. Ensures quality of on the job training: workplace approval
 2. Registers apprenticeship contract
 3. Monitors training of apprentice and guides employers where necessary
 4. Quality assurer for level and trade test
 5. Issues relevant level and artisan certificates through DHET
 6. The authority with reference to the Apprenticeship Contract
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THE PROVIDER:

1. Training agreed to between employer and providers is carried out
2. Where employer can not do knowledge and practical tests (Levels)

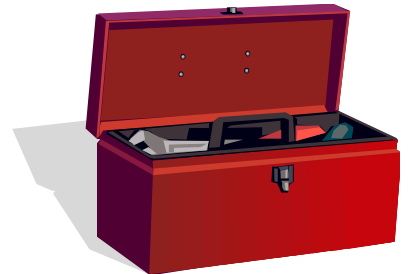


1. Contract period is 4 years
2. Complete minimum hours (course layout)
3. Company needs to send the apprentice away for the training where on the job training cannot be provided.
4. The apprentice is primarily responsible for record keeping – mentor to assist.
5. Apprentice must work under supervision of an artisan who will be accountable for the work done.
6. Company needs to pay for technical studies until minimum requirements are achieved
7. Apprentice needs to redo subjects failed, in own time & own expense



Level Testing Requirements

1. Complete modular tests
2. Minimum hours and On the Job Training completed
3. NTC2 or equivalent is completed
4. Application & declaration forms completed and returned to Merseta for processing



CAN NOT GO OVER LEVEL MAXIMUM TIME

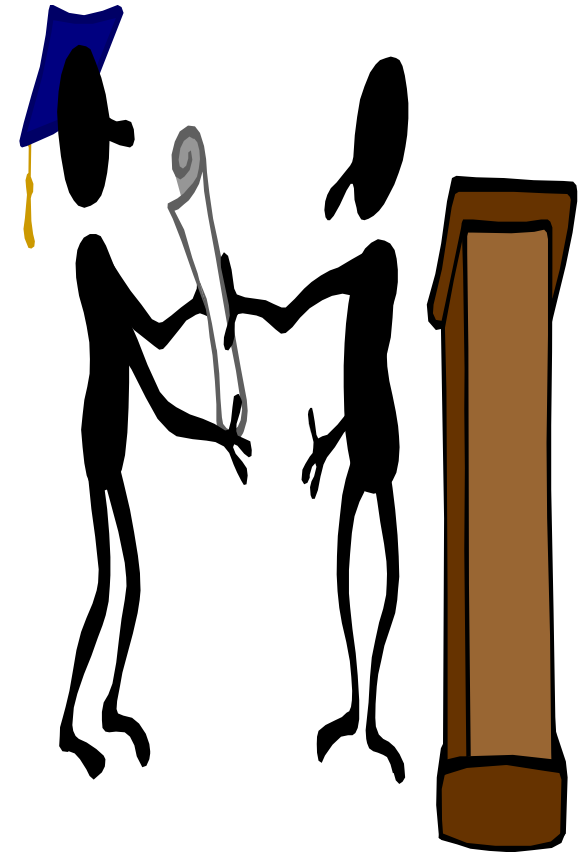
Level Test Application

1. Level test application
2. Relevant Declaration form completed
3. Copy of Identity document
4. Copy of Highest Education Certificate



Level Test

1. 2 days practical & theoretical test
2. Re- do tasks - not yet competent
3. Level certificate issued once competent
4. After found competent in level – start next level following day
5. Final certificate issued: 30 days after test



Disciplinary



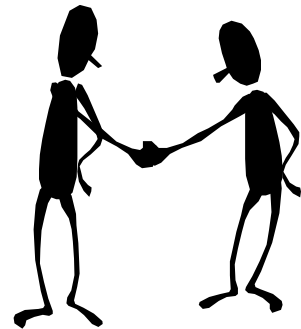
1. Disciplinary procedures - company policy and procedures
2. Merseta to be informed on a suspension of an apprentice in order to extend the relevant contract
3. Request for cancellation to be submitted to Merseta for authorization
4. Merseta - investigation as per the investigation check list
5. Apprentice may only leave on approval of cancellation from Merseta



RESCISSIONS



- One- sided rescission
- Employer or Apprentice
- Supporting Documents (minutes of meeting, disciplinary enquiry as per the check list)
- May only leave company once approved by MERSETA
- Mutual Agreement of rescission
- Letter stating reason for cancellation (ex. Resignation)
- Letter stating company is in agreement of cancellation
- May leave once MERSETA is informed



Appeals Procedures

1. Appeals to be adhered according to company policy.
1. If the apprentice/employer feels aggrieved to the decision made by the Merseta an appeal in writing can be logged to the Director General of the Department of Labour within 30 days.



TRANSFERS

1. Prospective company – workplace approved
2. Application/registration for transfer completed
3. All parties must be in agreement to the transfer.
4. Merseta register agreement & informs parties accordingly
5. Apprentice to move to new employer on notification of Merseta.



Wages

- Wages are calculated in terms of the Industry Organisations bargaining council.
- Wages are reviewed annually based on industry negotiations and agreed settlement.
- Should be in line with Main Collective Agreement for the Industry (Govt. Gazette No. 30538) Govt Notice No. R1146 dated December 2007.
- Should be informed by Division C, Chapter II-V: Clause 3 Wages

THANK YOU