

Manufacturing, engineering and related services SETA (merSETA)

Induction Training:

Motor Time Based Apprentices



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

Contents

- What is the merSETA
- Parties to the apprenticeship contract
- Conditions of apprenticeship
- Trade test/ Level Test requirements
- Disciplinary/Appeals procedures
- Transfer procedures
- Wages

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. Hands over the relevant training guideline to the mentor and apprentice
 4. Guides and support apprentice and mentor
 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
-

THE APPRENTICE

1. 16 Years or older
 2. Std 7 / Grade 9 or higher Automotive Trimmer & Vehicle Body Builder
 3. Std 8/Grade 10 for other trades
 4. COMPULSARY SUBJECTS
 - a) English or Afrikaans
 - b) Maths and Science
 - c) And at least two additional subjects
 5. Contract is a maximum period of 4 years
 6. Signing off of relevant declaration according to training schedule for specific trade
 7. Keeps to the policies and procedures of the employer
 8. Treated like a normal employee
-

THE MERSETA

the Authority

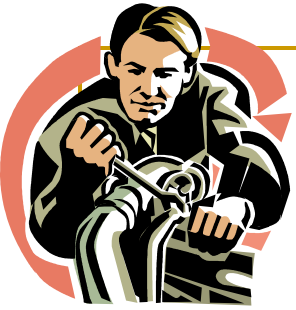
1. Ensures quality of on the job training: workplace approval
 2. Registers apprenticeship contract
 3. Monitors training of apprentice and guides employers where necessary
 4. Quality assurer for trade test
 5. Issues relevant artisan certificates through DHET
 6. The authority with reference to the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

THE PROVIDER:

1. Training agreed to between employer and provider is carried out
2. Where employer has gaps with practical training an agreement with a training provider to carry out simulated training can take place



1. Contract period is 4 years
2. Minimum period of 85 practical weeks of on the job training
3. Company needs to send the apprentice away for the training where on the job training cannot be provided.
4. Apprentice must work under supervision of an artisan.
5. Artisan is accountable for the job 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



Trade Testing Requirements

- Company letter acknowledging that the apprentice has achieved 85 practical weeks of on the job training (excluding 3 months at provider, sick leave, leave etc.)
- NTC 2 or equivalent according to criteria
- Application form
- Signed off training declaration



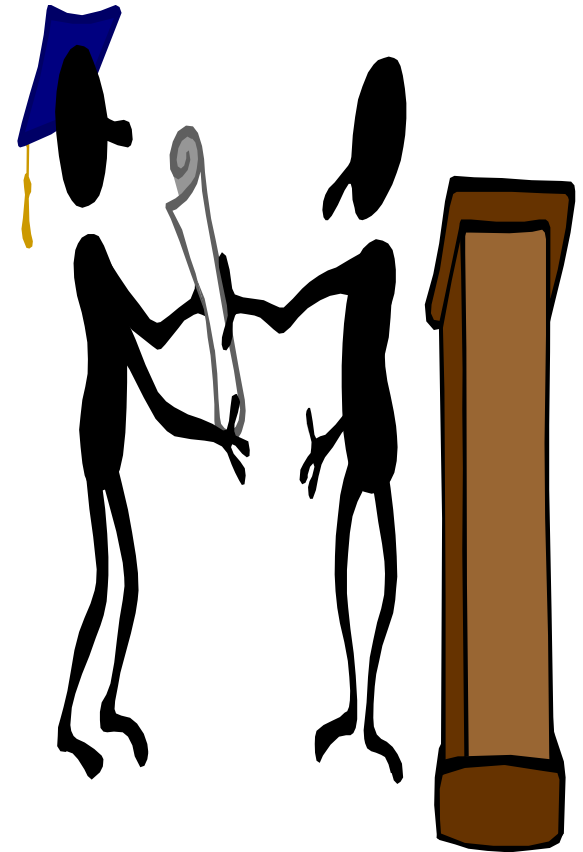
Trade Test Application

- Trade Test Application
- 100% signed off declaration
- Copy of ID
- Copy of Highest Education Certificate
- Letter from company stating that apprentice has 85 practical weeks of training.



Trade Test

- 2 days practical test
- Re- do tasks - not yet competent
- National / International recognized certificate
- 14 days after test deemed qualified artisan
- Certificate will be sent within 30 working days after last date of trade test subject to sign off by DHET



Disciplinary



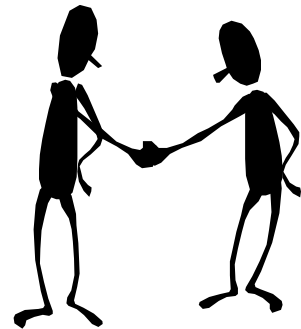
1. Disciplinary procedures - company policy and procedures
2. Merseta to be informed on a suspension of an apprentice in order to extend the relevant contract
3. Request for cancellation to be submitted to Merseta for authorization
4. Merseta - investigation
5. Apprentice may only leave on approval of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



RESCISSIONS



- One- sided rescission
- Employer or Apprentice
- Supporting Documents (minutes of meeting, disciplinary enquiry as per check list attached)
- 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 registra (Director General of the DHET) 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 Motor Retail Industry Organisation.
- Wages are reviewed annually based on industry negotiations and agreed settlement.
- Should be in line with Main Collective Agreement for the Motor 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