



**CONDITIONS OF APPRENTICESHIP- EXTRACTS OF GOVERNMENT GAZETTE  
REGULATION NO 3447 DD 16 JULY 1982 VOL. 205 NO 8305.**

**1. QUALIFICATIONS FOR COMMENCING APPRENTICESHIP**

The minimum age and educational qualifications for commencing apprenticeship shall be 16 years and-

- (1) Standard 7 in respect of the designated trades: Automotive Body Repairer, Automotive Trimmer, Spray Painter and Vehicle Body Builder.
- (2) Standard 8 in respect of all other designated trades; or a statement of attainment issued by or on behalf of the school attended by the prospective apprentice reflecting a pass at standard 7 level in respect of the trades mentioned in paragraph (1) and standard 8 level in the case of all other designated trades.

**2. PERIOD OF APPRENTICESHIP**

(1) Subject to subclause (3) the period of apprenticeship of an apprentice whose contract is registered on or after the date on which these Conditions become effective shall be as follows:

- (a) three years in the designated trade Automotive Trimmer, Fuel Injection Pump Technician and Spray Painter and
- (b) four year in all other designated trades:

Provided that the period of apprenticeship shall be extended in terms of clause 8(2)(c) if an apprentice does not pass a qualifying trade test in the practice of the trade in which he has been indentured.

**3. WAGES**

(1) An employer shall remunerate an apprentice weekly at not less than the rates specified (See Annexure A)

(a) An apprentice whose contract was registered on or after the date on which these condition become effective.

(2) An employer shall increase the remuneration prescribed in subclause (1) in respect of every apprentice who possesses or obtains any of the educational qualifications scheduled below, or equivalents, by an amount not less than that indicated in the following schedule. The amounts so payable shall not be cumulative but shall be payable in respect of only one, .i.e. the highest certificate or diploma attained. Any amount to which an apprentice is entitled in terms of this subclause shall, if the certificate or diploma is obtained during his apprenticeship, **be payable as from the date of issue thereof.**

**4 TECHNICAL STUDIES**

(1) An apprentice shall, where the necessary facilities exist, attend technical classes by continuous course of study (i.e block release classes) at a technical institution to be determined by the Motor Industry Training Committee.

(2) (a) If facilities for the attendance of technical classes by continuous course of study (i.e block release classes) are not available to an apprentice who is required to attend technical classes in terms of subclause (1) he shall, instead, where the necessary facilities exist, attend technical classes at the nearest technical institution to be determined by the Training Board. Provided that is such nearest technical institution is not located within 20 km of the apprentice's residence or within 20 km of his place of work, in cases where attendance is required of him during ordinary working hours, he may in lieu of attendance take a correspondence course conducted by the RSA Technikon, Johannesburg.

Document Title	<b>Implementation Guideline for Motor Apprentices Time Based</b>		
Document Number	<b>LPM-GL-006</b>	Date Compiled	<b>01 June 2009</b>
Page Number	<b>Page 1 of 7</b>	*Last Revision Date	
Revision Number	<b>Rev 00</b>	Access	<b>Controlled</b>
Review: Learning Programme Manager		Approved: CEO	

- (b) An apprentice shall attend technical classes or follow correspondence courses relevant to the trade in which he is indentured in accordance with the syllabuses prescribed for the National Technical Certificate, Parts I and II (N1 & N2), or equivalent technical certificate, until he obtains the National Technical Certificate, Part II (N2), or equivalent technical certificate: Provided that an apprentice who fails in the examination for the said certificate but obtain a pass in the trade theory relevant to the trade in which he is indentured, shall not be required to attend further classes or take a further correspondence course, as the case may be.
- (c) Where facilities for technical class attendance by continuous course of study exist an apprentice shall attend such classes on five days per week during his ordinary hours of work, for the duration of one such course, and during that period he shall not be required by his employer to report for work or any other purpose. If, at the examination conducted at the end of the course, the apprentice obtains the full certificate for which he has entered, he shall be entitled to continue attending classes on the aforesaid basis. An apprentice shall not be entitled to attend more than one continuous course of study in terms of this clause in any one academic year, An apprentice who fails to obtain the full certificate shall not be entitled to continue attending classes on the said basis but shall be required to enrol for class attendance at the nearest technical institution to be determined by the Motor Industry Training Board. Such attendance shall take place outside his ordinary hours of work. Provided that if facilities for class attendance outside the ordinary working hours do not exist within 20 km of his residence he may, in lieu of class attendance, take a correspondence course. Upon obtaining the full certificate the apprentice shall again be entitled to attend classes by means of a continuous course of study.
- (d) Notwithstanding the provisions of paragraph (c) an employer may permit an apprentice who fails to obtain the full certificate for which he has entered to again attend classes by means of a continuous course of study during ordinary working hours in lieu of class attendance at the nearest technical institution and the provisions of clauses 6 (1) and (2) and 7 (1) shall mutatis mutandis apply to such employer and his apprentice.
- (e) An apprentice for whom facilities for technical class attendance by continuous course of study are not available shall attend technical classes for one academic year during his ordinary hours of work, as nearly as practicable either -
- (i) for eight hours on one day per week; or
- (ii) for four hours on each of two days per week;
- Provided that attendance shall in neither case extend beyond 19h15.
- (f) Compulsory attendance of classes after an apprentice referred to in paragraph (a) has attended classes for one academic year shall be outside the ordinary hours of work: provided that if he obtains the full certificate for which he has entered he shall be entitled to continue attending classes during ordinary working hours.
- (3) An apprentice taking a correspondence course shall, where the Registrar of Manpower has determined a place for the study of such correspondence course, study at such place and the provisions of subclause (3) (e) and (f) shall mutatis mutandis apply to such apprentice.
- (4) Subclause (3) (c) and (e) shall mutatis mutandis apply to an apprentice who has obtained the certificate mentioned in subclause (3) (b) or who is already in possession of a higher technical qualification and voluntarily pursues studies relevant to the trade in which he is indentured.

Document Title	<b>Implementation Guideline for Motor Apprentices Time Based</b>		
Document Number	<b>LPM-GL-006</b>	Date Compiled	<b>01 June 2009</b>
Page Number	<b>Page 2 of 7</b>	*Last Revision Date	
Revision Number	<b>Rev 00</b>	Access	<b>Controlled</b>

**5. PRACTICAL INSTITUTIONAL TRAINING**

- (1) An apprentice shall attend practical training courses as prescribed from time to time by the National Training Committee for the Motor Industry and approved by the Registrar.
- (2) An apprentice shall attend practical training courses on five days per week during the ordinary hours of work for the duration of such courses and during that period he shall not be required by his employer to report for work or any other purpose.
- (3) An apprentice shall commence attendance of practical training courses at an institution as from such date and for such period as may be determined by the National Training Committee for the Motor Industry.
- (4) The provisions of clause 6 shall, mutatis mutandis, apply in respect of apprentices who attend practical training courses in terms of this clause.

**6. TRANSPORT ALLOWANCES AND HOSTEL FEES**

**7. PAYMENT OF CLASS OR COURSE AND EXAMINATION FEES**

- (1) An employer shall advance to the technical institution concerned the class or course fees and the examination fees payable by an apprentice who is required, or who in terms of clause 4(7) elects, to attend any classes or to follow correspondence courses or to enter for any examination and may deduct the amount so advanced from the wages of the apprentice in equal weekly instalments during a period of 12 months from the date on which the advance was made provided that
  - (i) if at an examination, the apprentice obtains the certificate for which he has entered the full amount deducted in respect of class or course fees and the examination fees for that examination shall be refunded to him by the employer;
  - ii) if the apprentice fails to obtain the certificate mentioned in paragraph (i) the refunds of class or course fees and examination fees shall be made only in respect of those subjects in which he obtained a pass at the examination concerned.
- (2) No class or course fees shall be payable by an apprentice or an employer in respect of practical institutional training courses conducted by the National Development Fund for the Motor Industry.

**8. TRADE TESTS**

- (1) An apprentice whose contract is or was registered before the date on which these Conditions become effective. –
  - (a) An apprentice shall undergo a qualifying trade test conducted by the Department of Labour as shortly as practicable before the end of his period of apprenticeship in terms of clause 2(2) (a) and (b) in the practice of the trade in which he is indentured.
  - (b) An apprentice who has obtained a pass at N2, or equivalent or higher level in the theory of the trade in which he is indentured may voluntarily undergo a qualifying trade test after completion of the period of apprenticeship indicated in the following schedule, which shall include any reduction in the period of apprenticeship provided for in clause 2(3). A further voluntary qualifying test or tests may be undertaken on a date or dates to be determined by the Department of Labour.

Document Title	<b>Implementation Guideline for Motor Apprentices Time Based</b>		
Document Number	<b>LPM-GL-006</b>	Date Compiled	<b>01 June 2009</b>
Page Number	<b>Page 3 of 7</b>	*Last Revision Date	
Revision Number	<b>Rev 00</b>	Access	<b>Controlled</b>

SCHEDULE:

(a) Three year trades 72 weeks of practical training including theoretical studies at a technical institution.

Four year trades 85 weeks of practical training including theoretical studies at a technical institution.

(b) The period of apprenticeship of an apprentice who has not passed, or does not pass, a trade test in terms of paragraph (a) or (b) before the end of this period of apprenticeship shall be extended by a period of 12 months: Provided that during such an extended period the apprentice may, whether or not he is in possession of the qualification referred to in paragraph (b) voluntarily undergo a qualifying trade test or tests on a date or dates to be determined by the Department of Labour.

9. **COURSES OF TRAINING**

An employer shall provide an apprentice with practical training in the trade in which he is indentured in accordance with and as far as practicable in the sequence listed in the schedule (Annexure D) An apprentice shall, as far as practicable, be trained under the regular supervision of an artisan.

**NB The MITB will do regular visitations to all establishments with apprentices and should any of the training required as set out in annexure D be neglected, arrangements will be made by the MITB to expose the apprentice to those aspects and the Employer will be liable for cost occurred.**

Document Title	Implementation Guideline for Motor Apprentices Time Based		
Document Number	LPM-GL-006	Date Compiled	01 June 2009
Page Number	Page 4 of 7	*Last Revision Date	
Revision Number	Rev 00	Access	Controlled

**OMSENBRIEF 1/2005**  
**15 September 2005**

**CIRCULAR NO 1/2005**  
**2005**

Gerig aan: Alle Werkgewers met Vakleerlinge in die Motornywerheid – Westelike Provinsie Streek.

Addressed to: All employers with apprentices in the Motor Industry – Western Province Region.

Geagte Heer / Dame

Dear Sir / Madam

**IS: Wysiging van vakleerling lone Tydsgebonde stelsel verwys na omsendbrief 1/2004, datum 26/11/2004.**

**RE: Amendment of the apprentice wages refer to circular 1/2004, dated 26/11/2004.**

Neem asseblief kennis dat die volgende algemene loon verhoging van vakleerlinge gepubliseer word soos voorgeskryf in die Mannekrag Opleidings Wet 56 van 1981 (soos gewysig) en gepubliseer in die Staatskoerant Nr R1362 & 27007 gedateer 26 November 2004.

Please note that the following general increase with regards to the apprentice wages as prescribed in the Manpower Training Act 56 of 1981 (as amended) and published in the Government Gazette No R1362 & 27007 dated 26 November 2004.

**HIERDIE LOON VERHOOGING IS MET INGANG VANAF PUBLIKASIE DATUM: 06 December 2004.**

**THIS WAGE INCREASE IS WITH EFFECT FROM DATE OF PUBLICATION: 06 December 2004.**

**TYDGEBOND – LONE / WAGES – TIMEBASED**

**DRIE JAAR AMBAGTE:**  
**THREE YEAR TRADES: (per week)**

**Eerste jaar/First year** R453.60  
(R10.08 per hour)  
**Tweede jaar/Second year** R562.50  
(R12.50 per hour)  
**Derde jaar/Third year** R691.20  
(R15.36 per hour)

**VIER JAAR AMBAGTE:**  
**FOUR YEAR TRADES: (per week)**

**First year/Eerste jaar** R453.60  
(R10.08 per hour)  
**Second year/Tweede jaar** R497.70  
(R11.06 per hour)  
**Third year/Derde jaar** R562.50  
(R12.50 per hour)  
**Fourth year/Vierde jaar** R691.20  
(R15.36 per hour)

Document Title	Implementation Guideline for Motor Apprentices Time Based		
Document Number	LPM-GL-006	Date Compiled	01 June 2009
Page Number	Page 5 of 7	*Last Revision Date	
Revision Number	Rev 00	Access	Controlled

## EDUCATIONAL QUALIFICATIONS OBTAINED PRIOR TO OR DURING APPRENTICESHIP

GROUP		PER WEEK
GROUP 1 (i) (ii) (iii) (iv)	<ul style="list-style-type: none"> <li>- National Technical Certificate, Part 1 (N1), with the relevant Trade Theory</li> <li>- Std 9 Certificate (non-technical field or study) with mathematics</li> <li>- Std 10, Senior or Matriculation certificate (non-technical field or study) without mathematics</li> <li>- A pass in the relevant Trade Theory at National Technical Certificate, Part II (N2), level</li> </ul>	R 16.10
GROUP 2 (i) (ii)	<ul style="list-style-type: none"> <li>- Standard 10, Senior or Matriculation Certificate (non-technical field of study) with Mathematics</li> <li>- Standard 8 Certificate (technical field of study) with Workshop Practice</li> </ul>	R 20,30
GROUP 3 (i) (ii) (iii)	<ul style="list-style-type: none"> <li>- Standard 9 Certificate (technical field of study) without Workshop Practice</li> <li>- National Technical Certificate, Part II (N2) with the relevant Trade Theory</li> <li>- National Technical Certificate, Part III (N3), without the relevant Trade Theory</li> </ul>	R 23,80
GROUP 4 (i) (ii) (iii) (iv) (v)	<ul style="list-style-type: none"> <li>- Standard 9 Certificate (technical field of study) without Workshop Practice</li> <li>- Standard 10, Senior or Matriculation Certificate (technical field of study) without Workshop Practice</li> <li>- Matriculation Certificate with university concession, with Natural Science (Physics and Chemistry) or Mathematics</li> <li>- National Technical Certificate, Part III (N3), with the relevant Trade Theory at N2 level</li> <li>- Four subjects at T1 level</li> </ul>	R 28.00
GROUP 5 (i) (ii) (iii)	<ul style="list-style-type: none"> <li>- Standard 10, Senior or Matriculation Certificate (technical field of study) with Workshop Practice</li> <li>- National Technical Certificate, Part IV (N4)</li> <li>- Four subjects at T2 level</li> </ul>	R 30.80

Document Title	Implementation Guideline for Motor Apprentices Time Based		
Document Number	LPM-GL-006	Date Compiled	01 June 2009
Page Number	Page 6 of 7	*Last Revision Date	
Revision Number	Rev 00	Access	Controlled

GROUP 6 (i) (ii)	- National Technical Certificate, Part V (N5) - Four subjects at T3 level	R 35.00
GROUP 7 (i) (ii) (iii)	- National Diploma (in Engineering) - National Technical Certificate, Part VI (N6) - National Certificate for Technicians	R 37,20
GROUP 8 (i) (ii) (iii) (iv)	- National Diploma for Technicians - National Higher Diploma (in Engineering) - National Technical Diploma - National Higher Certificate for technicians	R42.00

Document Title	<b>Implementation Guideline for Motor Apprentices Time Based</b>		
Document Number	<b>LPM-GL-006</b>	Date Compiled	<b>01 June 2009</b>
Page Number	<b>Page 7 of 7</b>	*Last Revision Date	
Revision Number	<b>Rev 00</b>	Access	<b>Controlled</b>