

Manufacturing, engineering and related services SETA (merSETA)

Induction Training: Learners on a Learnership



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

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What is the merSETA

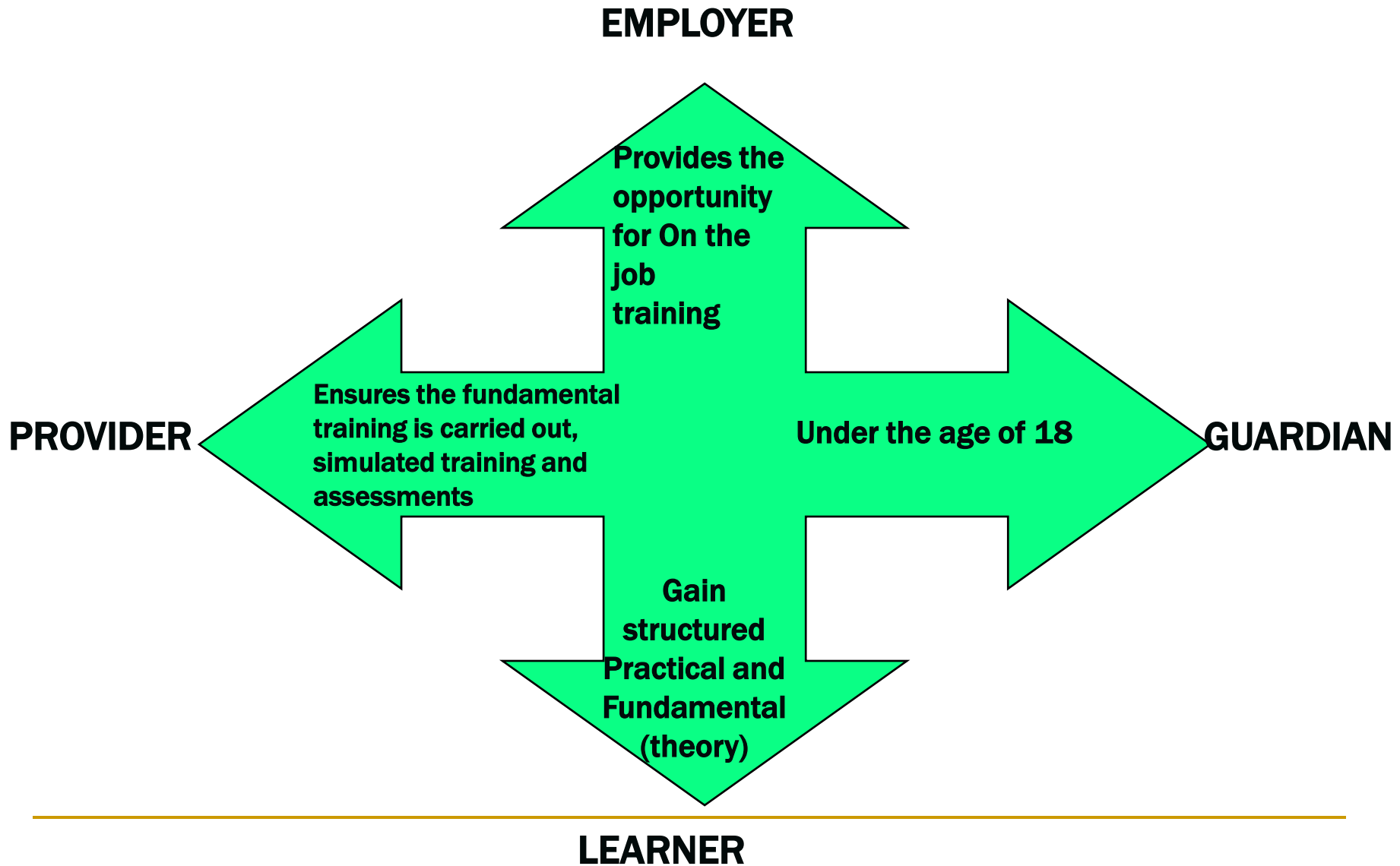
merSETA, the Manufacturing, Engineering and related Services Education and Training Authority is one of the 23 SETAs established through the Skills Development Act [no. 97 of 1998].

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 LEARNERSHIP AGREEMENT



THE EMPLOYER

1. Workplace approval to ensure quality of on the job training
 2. Provides mentorship and guidance to the learner
 3. Ensures that the relevant training plan for structured theory and practical work is adhered to
 4. Releases the learners during normal working hours to attend planned training
 5. Guides and support apprentice and mentor
 6. Adheres to the minimum allowance regulation for unemployed learners and ensures that employed learners are paid normal wage
 7. Relevant provider training and technical studies paid by employer
 8. Commits to the Learnership agreement
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THE LEARNER

- Work for the employer
 - Be available for learning and work required
 - Comply with workplace policies and procedures
 - Complete any time sheets or any written assessment to record relevant work experience
 - Attend all study period and theoretical learning sessions with the provider
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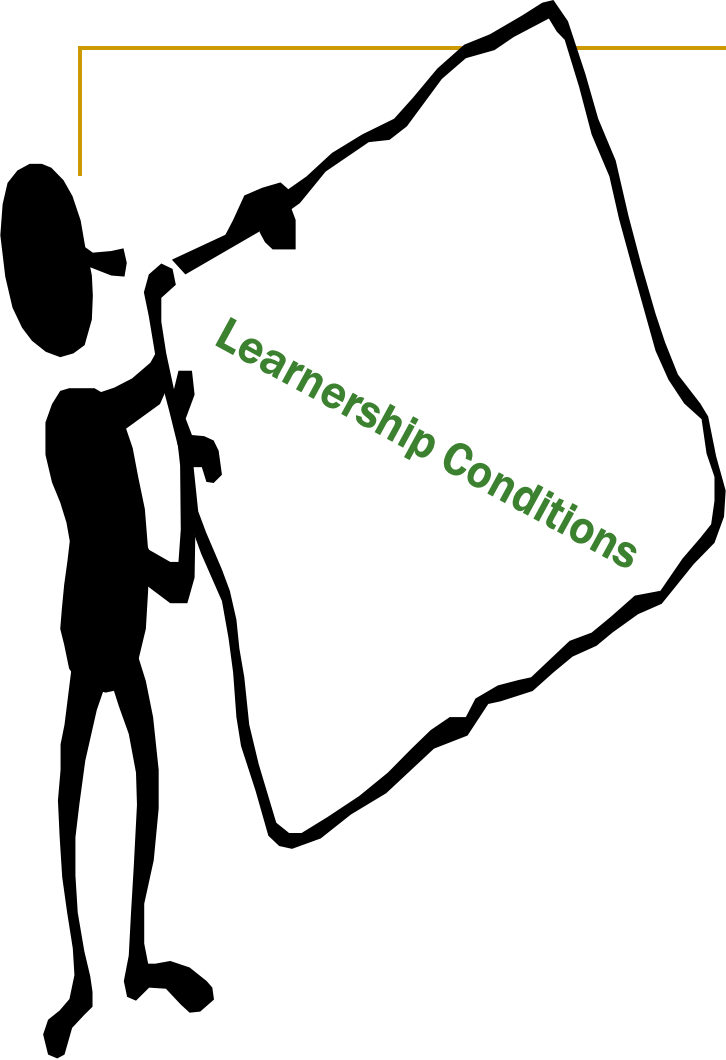
THE PROVIDER:

1. Accredited to ensure meets the updated requirements for fundamental and practical training.
2. Carry out assessment to identify gaps
3. Training plan developed with the employer and learner
4. Supports on the job training to ensure that relevant guidelines are met
5. Guides and supports learners
6. Reports and records on the individual Portfolio of Evidence
7. Final Summative Integrated Assessments

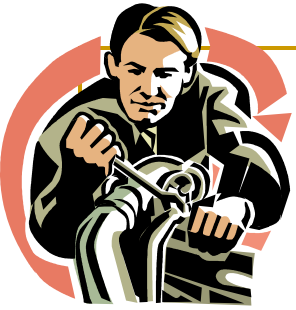
THE MERSETA

(The Authority)

1. Ensures quality of on the job training: workplace approval
2. Ensures quality of Provider training through accreditation process: Quality Assurors
3. Registers Learnership Agreements
4. Carries out Induction training
5. Monitors training of learners and guides employers where necessary
6. The authority with reference to the Learnership Agreement
7. Quality assurance on assessments (Moderation)
8. Issues relevant certificates

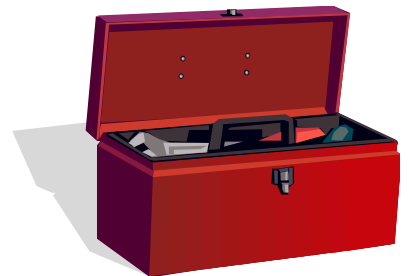


1. There is not specific prescribed period of training.
2. Learnerships should not be more than 18 months
3. Extension to the Merseta can be applied for
4. Apprentice must work under supervision of a subject matter expert.
5. Company needs to pay for provider training all planned training is achieved



CONTINUOUS ASSESSMENT

- Continuous assessment takes place after each learning area (Formative assessment)
- Learner competent in all unit standards and recorded into a Portfolio of Evidence.
- Summative Integrated assessment takes place
- Moderated by Merseta
- Receives a NQF level certificate on competency



Application for Assessment

- The Provider will inform the Merseta that an assessment on the Learners will take place.
- Merseta will either moderate the assessment live or carry out a desk top moderation
- Moderation upheld by Merseta
- 30 working days after assessment a certificate will be sent to the provider.

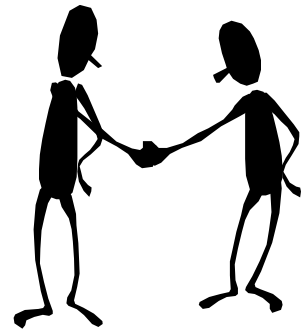


CANCELLATION OF AGREEMENT



One Sided Cancellation

- Employer or Learner
- Supporting Documents (minutes of meeting, disciplinary enquiry)
- Merseta will carry out investigation
- May only leave company once approved by MERSETA
- Mutual Agreement of rescission
- Letter stating reason for cancellation (e.g. Resignation)
- Letter stating company is in agreement of cancellation
- May leave once MERSETA has noted



Disciplinary



1. Disciplinary procedures - company policy and procedures
2. Agreement is a three way agreement and all must abide to the conditions of the agreement
3. Merseta to be informed on a suspension of a learner in order to extend the relevant agreement
4. Request for cancellation to be submitted to Merseta for authorization
5. Merseta - investigation process to determine outcome
6. Learner may only leave on approval of cancellation from Merseta



Appeals Procedures

1. Appeals to be adhered according to company policy.
1. If the learner/ employer should feel aggrieved against the decision of the Merseta they may appeal within 30 days to the CCMA



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. Learner to move to new employer on notification of Merseta.



Learner allowance

Calculated in terms of Sectoral determination 5 learnerships as per the table below:

Focus to be on column 3

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Exit level of learnership	Credits already earned by learner	Percentage of qualified wage to be paid as allowance	Minimum allowance per week
NQF 1 or 2	0 – 120	35%	R120.00
	121 – 240	69%	R240.00
NQF 3	0 – 120	17%	R120.00
	121 – 240	40%	R226.00
	241 – 360	53%	R370.00
NQF 4	0 – 120	13%	R120.00
	121 – 240	25%	R240.00
	241 – 360	53%	R370.00
	361 – 480	56%	R540.00
NQF 5 to 8	0 - 120	8%	R120.00
	120 – 240	18%	R260.00
	240 – 360	27%	R389.00
	361 – 480	38%	R548.00
	481 – 600	49%	R700.00

THANK YOU