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# Manufacturing, engineering and related services SETA (merSETA)

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## Induction Training: Metal Apprentices

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**merSETA**

MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA



**merSETA**  
MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

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**merSETA**  
MANUFACTURING, ENGINEERING  
AND RELATED SERVICES SETA

# 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**

**MERSETA**

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# THE EMPLOYER

1. Workplace approval to ensure quality on the job training
  2. Provides mentorship
  3. Hands over the relevant training schedule 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
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# THE APPRENTICE

1. 16 Years or older
  2. Std 7 / Grade 9 or higher
  3. COMPULSARY SUBJECTS
    - a) English or Afrikaans
    - b) Maths and Science
    - c) And at least two additional subjects
  4. Contract is a maximum period of 4 years
  5. Signing off of modular sheets according to relevant training schedule
  6. Keeps to the policies and procedures of the employer
  7. Treated like a normal employee
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# 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
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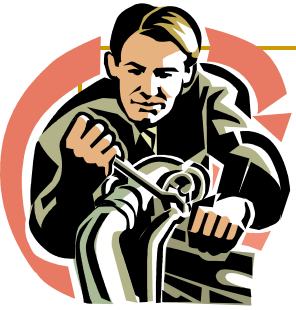
## **THE PROVIDER:**

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 80 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. NB. Apprentice must work under supervision of an artisan.
5. Artisan is accountable for work done.
6. Company needs to pay for theoretical studies until minimum requirements are achieved (N Courses or Theory Skills Programmes)
7. Apprentice needs to redo subjects failed, in own time & own expense



# Trade Testing Requirements

- Company letter acknowledging that the apprentice has achieved 80 practical weeks of on the job training ( excluding 3 months at provider, sick leave, leave etc.)
- NTC 2 or equivalent according to criteria e.g equivalent Skills Programmes
- Application form
- Signed off training modules



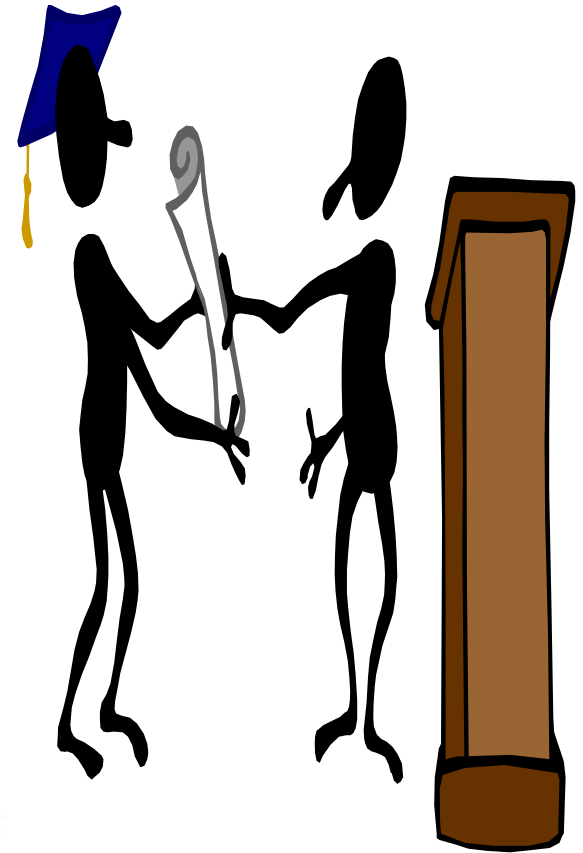
# Trade Test Application

- **Trade Test Application**
- **100% signed of module book**
- **Copy of ID**
- **Copy of Highest Education Certificate**
- **Letter from company stating that apprentice has 80 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**
- **30 days to receive artisan certificate subject to sign off by DHET**



# Disciplinary



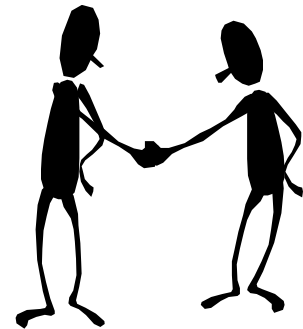
1. Disciplinary procedures - company policy and procedures
2. Merseta to be informed on a suspension of an apprentice in order to extend the relevant contract
3. Request for cancellation to be submitted to Merseta for authorization
4. Merseta - investigation
5. Apprentice may only leave on approval of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





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# Wages

- Wages are calculated in terms of the Metal Industry Organisation.
  - Wages are reviewed annually based on industry negotiations and agreed settlement.
  - Should be in line with Main Collective Agreement for the Metal Industry (Govt. Gazette No. 30538) Govt Notice No. R1146 dated December 2007.
  - Should be in line with table E for Metal industry wage rates.
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# THANK YOU