

[2016]



SABPP

SA BOARD FOR
PEOPLE PRACTICES

Setting HR standards

Naren Vassan – Learning
and Quality Assurance

LEARNERSHIP IMPLEMENTATION ACTION PLAN

Simple guidelines to assist workplace and training provider

LEARNERSHIP IMPLEMENTATION ACTION PLAN

PREPARATION

GOAL	ACTION STEPS	BY WHEN	BY WHOM
Identify Stakeholders	<ul style="list-style-type: none"> • Compile of list of stakeholders, including relevant Line Managers and Trade Union and/or Training Committee • Consult and finalise list 		
Agree on Learnerships	<ul style="list-style-type: none"> • Consult with stakeholders and decide on approach, capacity and focus for the year 		
Identify Qualifications	<ul style="list-style-type: none"> • Identify qualifications in respect of job requirements, job levels and/or strategic priorities and in terms of the approach and focus for the year • Get stakeholder agreement 		
Liaise with SETA/ETQA	<ul style="list-style-type: none"> • Liaise with SETA/ETQA to access qualifications as learnerships • Liaise with SETA to access rebates/grants • Follow SARS procedures to access tax deduction 		

IMPLEMENTATION

GOAL	ACTION STEPS	BY WHEN	BY WHOM
Identify Learners: Employees	<ul style="list-style-type: none"> • Develop selection criteria • Agree selection criteria with stakeholders • Advertise and collect applications • Apply criteria and select learners • Consult with stakeholders to agree selection 		
Identify Learners: Work Seekers	<ul style="list-style-type: none"> • Develop selection criteria, including possible selection of Independent Contractors • Agree selection criteria with stakeholders • Contact the Department of Labour/SETA/ESDLE or other relevant party • Communicate selection criteria • Interview candidates • Apply criteria and select learners • Consult with stakeholders to agree selection 		
Identify Training Providers	<ul style="list-style-type: none"> • Liaise with SETA/ETQA to identify preferred providers • Determine duration, location, timing and costs • Determine provision for assessment • Consult with stakeholders • Select providers 		

GOAL	ACTION STEPS	BY WHEN	BY WHOM
Identify Workplace Coaches and Mentors (coaches oversee the workplace learning and mentors provide a support system to the learners)	<ul style="list-style-type: none"> • Agree process and selection criteria • Consult with stakeholders and identify proposed coaches and mentors • Consult with proposed coaches and mentors and get agreement 		
Prepare Learners	<ul style="list-style-type: none"> • Communicate selection process and decision • Conduct RPL assessment if required • Communicate process, duration, location and timing • Get learners agreement • Arrange training • Obtain/prepare a schedule/log book for the learner to clarify objectives and expected outcomes 		
Prepare Coaches and Mentors	<ul style="list-style-type: none"> • Identify training needs • Identify relevant unit standards, providers and/or courses • Determine duration, location, timing and costs • Consult with stakeholders • Arrange training • Obtain/prepare a schedule/log book to clarify workplace learning objectives and expected outcomes 		
Contract Training Providers	<ul style="list-style-type: none"> • Contract Training Providers as required by the SETA/ETQA and/or the Learnership Contract and/or Company Policy 		
Contract Employed Learners	<ul style="list-style-type: none"> • Contract Learners as required by the SETA/ETQA and/or the Learnership Contract and/or Company Policy 		
Contract Unemployed Learners	<ul style="list-style-type: none"> • Contract Learners as required by the SETA/ETQA and/or the Learnership Contract and/or Company Policy and/or the Basic Conditions of Employment for Learners 		

MONITORING

GOAL	BY WHEN	BY WHOM
Monitor Training Component		
Monitor Workplace Component		
Monitor Assessment Component		
Monitor Costs and Rebates/Grants/Tax Deductions, including the receipt of the 18(2) learners' allowance from the SETA/NSF		
Report to SETA as required to account for use of the grant/s		
Report Progress Periodically to other Stakeholders		

COMPLETION

GOAL	BY WHEN	BY WHOM
Celebrate Success		
Review and Reflect. Discuss the project with Stakeholders, including Learners and identify improvements for the future		

Quality Assurance - SABPP

GOAL	BY WHEN	BY WHOM
A Formal Contract with Training Provider must be in place		
Payment and related cost for contract must be paid in full		
Discuss the project roll-out, training schedule / assessment strategy		
Plan monitoring site visit		
Hold meeting with stakeholders		
Submit list for verification of portfolios.		
Verification of portfolios @ end of project		
Prepare various reports		

