

**REGULATIONS, POLICIES
AND FRAMEWORKS**

Provides explanations and definitions of bodies / structures referred to in the Acts, legislation and structures

SETA Grant Regulations

IPAD II

National Skills Development Strategy III

SETA LEARNING PROGRAMMES

7-Steps to Becoming an Artisan

Skills Programmes

Learnerships

Recognition of Prior Learning (RPL)

Skills Development Facilitator

Skills Development Committee

FRAMEWORKS

Occupational Qualifications Framework

National Qualifications Framework

The Broad-Based Black Economic Empowerment

SETA LEARNING PROGRAMMES

LEARNERSHIPS

A Learnership is a structured learning programme that has been formally registered with the department of labour and contains both practical (70%) and theoretical (30%) components.

Learnerships are of a specified nature, level and duration (usually one year) resulting in a nationally recognised qualification. Learnerships are provided by employers (both large and small) in conjunction with the learner, the relevant SETA (sector education and training authority), and or an accredited training provider. Generally, **learnerships are work based** and enable successful, competent learners the opportunity to progress in a job. Each learner is required to enter into a standard contract, obtainable through a SETA, which regulates the learnership process.

NOTE

Refer to the Skills Development Act for more detail



Act - Skills Development Act



What is a learnership?

- A learnership is a work based learning programme that leads to an NQF registered qualification. Learnerships are directly related to an occupation or field of work, for example, electrical engineering, hairdressing or project management.
- Learnerships are managed by Sector Education and Training Authorities (SETAs). They were introduced by government to help skill learners and to prepare them for the workplace.
- Learnership programmes can help you to gain the necessary skills and workplace experience that will open up better employment or self employment opportunities.
- Learnerships are based on legally binding agreement between an employer, a learner and a Training Provider. This agreement is intended to spell out the tasks and duties of the employer, the learner and the Training Provider. It is designed to ensure the quality of the training and to protect the interests of each party.
- A learnership requires that a learner enter into a fixed term employment contract with the company whilst studying towards a qualification registered on the National Qualifications Framework (NQF), which is in line with the learnership (the cost of the qualification falls to the Company). Once the qualification is completed, the learnership will also end.

Why are learnerships important?

- Learnerships promote access to education and training, as they allow you to work and get started on your career while also studying for an educational qualification.
- SETAs oversee learnerships and ensure that they offer qualifications related to a specific occupation or sector of the economy. All 21 SETAs have developed NQF-aligned programmes that will help you gain recognised qualifications while getting on-the-job experience.
- SETAs manage the registration of learnerships in order to meet the skills development needs across the sectors.

How do learnerships work?

- Learnerships require you to complete a theoretical course as well as practical training, which is done at a workplace, in order to graduate.

- The workplace component of the qualification involves hands-on, practical learning under the guidance of a mentor, while the theoretical component is provided by an education and training provider. Together they form an integrated and comprehensive learning programme.

The number of credits needed to graduate varies from learnership to learnership, so make sure that you understand the minimum requirements if you want to complete a learnership. Find out from the relevant SETA.

How can I implement a learnership?

The following steps have to be taken before the implementation of a learnership:

Choose a learnership

As a training provider you have to determine which learnerships you can provide training for. A list of available learnerships can be accessed from the Department of Labour's website at www.labour.gov.za
Ensure you are accredited

As a training provider, you need to ensure that you are accredited with a SETA in order to provide training for a learnership. Non-accredited training providers cannot implement learnerships. A prerequisite for accreditation as a 4 training provider will be that you have developed a curriculum for the learnership(s) according to standards as prescribed in the South African Qualifications Authority Act, 1995 and that you follow sound education and training and development practices. You also need to register as an Education and Training Development Practitioner

Identify employers

Once you have determined which learnerships you are able to provide training for, you need to ensure that you have identified suitable employers that are able to provide relevant workplace learning

Agree on the recruitment and selection of learners

Once you have identified potential employers, you need to reach agreement with them on the number of learners they will employ, the selection criteria for learners, and the recruitment and selection of learners.

Recruit and select learners

Learners can be people that are already employed by their employers, or they can be unemployed people.

The Department of Labour is able to assist with the recruitment and selection of unemployed learners. Please ask your nearest labour centre for the brochure on recruitment and selection services offered by Department of Labour.

Sign a learnership agreement

Before starting the learnership, you need to ensure that a learnership agreement is signed by the employer, the learner and your organisation. The learnership agreement is a legal contract that binds an employer, a learner and a training provider into a relationship for the duration of the learnership. It specifies: What learning outcomes must be achieved Employer's responsibilities and rights Learner's responsibilities and rights , and rights and responsibilities as a training provider.

The training provider has the right of access to the learners' books and learning material and the workplace, if required.

The training provider is responsible for: Giving the training set out in the learnership Supporting the learner Keeping records of training provided Assessing learner competence as outlined in the learnership Reporting to the employer.

How to participate in a learnership?

- By now you have already put some thought into your career path, and as a result you will be able to identify a learnership that will support your career goals.
- Your career path should be influenced by your interests, skills and strengths.
- The responsibility rests with you to investigate and research the different learnership options.
- You should find out as much as you can, including information on the criteria and requirements for entering a learnership.

What are the benefits for learners?

- You may have better employment opportunities after completing a learnership
- You have a fixed-term employment contract for the duration of the learnership;
- Learnerships improve on the job performance so you are able to do things relevant to the job;
- You obtain a nationally-recognised qualification that is relevant to the sector
- You earn a learner allowance for the duration of the learnership.

How much does a learnership cost?

- Learnerships are generally funded by a relevant SETA

Will the learner be paid?

- There is a specified minimum learner allowance that must be paid to unemployed learners in a learnership
- This is not a salary but covers expenses like travel and meals. Again, you should contact the relevant SETA for more information.

Note:

The amount paid as a learner allowance depends on the SETA, type of learnership and the level of qualification. The allowances and conditions are agreed to with each learner before the commencement of the learnership.

How long does it take to complete a learnership?

- Learnerships will last as long as it takes to complete the qualification.
- This means that if the duration of the qualification is two years, then the learnership will last for that period of time.

What does a learner receive on completion?

- During the learnership, learners will be required to complete assignments, tasks and practical tests and projects.
- They will be formally assessed in the classroom and workplace.
- If all these assignments are completed successfully, they will be awarded an NQF-registered qualification, that is recognised nationally.
- They will receive a certificate stating the qualification and the area of skill development.

What is required to enter into a learnership?

- If you are accepted you will need to sign two legal documents:
 1. Learnership Agreement: this is an agreement signed by you, the organisation employing you, and the education and provider offering the theoretical training component of the learnership. This agreement clearly outlines the rights and responsibilities of all three parties.
 2. Employment contract: this is a contract you will sign with the employer, which is only valid for the time period of the learnership.

Will I get a job after completing the learnership?

- Employment is not guaranteed, but once you have successfully completed your learnership, you will be in a much better position to market yourself as you will now have both work experience and theoretical training.
- You may also be in a better position to start your own business and generate an income that way.
- Can a learnership be terminated ?
- Yes, a learnership can be terminated under certain circumstances:
- An employer can terminate the contract of a learnership if:
- The duration specified in the learnership agreement has expired;
- The employer and learner have agreed in writing to terminate the learnership agreement, or if there is no such agreement, the SETA that registered the agreement approves the termination; or
- The learner is fairly dismissed for a reason related to the learner's conduct or capacity as an employee.
- For more information, contact the SETA that manages the learnerships in the field in which you are interested.

Benefits to the employer

- Through the learnership process, the employer is able to increase the level of skills of his/her employees. More skilled employees:
- Are more likely to do the correct thing the first time and make fewer mistakes.
- Are more likely to 'get the best' out of machines
- Tend to be more independent workers Are more motivated because they know why what they are doing is important to the overall business and they might be less likely to leave their jobs.

There are also significant financial incentives for employers offering learnerships. These take the form of:

Cash Grants

- A cash grant reflecting the basic cost that will be incurred for the learnership will be provided to an employer by their SETA.
- The employer must contact their SETA first to determine if they are eligible for a learnership grant.
- The learnership grants are discretionary, and a SETA will only pay these to an employer if they have adequate funds available Tax Incentives An employer also qualifies for tax incentives if the learnership agreement is registered formally with their SETA.

- Employers are eligible for two tax incentives, one at the beginning of the learnership and one at the successful completion of the learnership.
- Employers should consult the SARS website www.sars.gov.za or their SETAs for further information on the tax incentives available.