



Baseline Study of the Activities of the SETAs in the Western Cape Province

First Report September 2004

Study Commissioned by the

Department of Economic Development & Tourism

in collaboration with the

Western Cape Education Department, FET Directorate

and the

Department of Labour Western Cape

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Contents

	page
Background to the Study	5
 SETA Fact Sheets	
1. Bank SETA	8
2. Chemical Industries ETA (CHIETA)	10
3. Clothing, Textiles, Footwear & Leather SETA (CTFL SETA)	15
4. Construction ETA (CETA)	19
5. Diplomacy, Intelligence, Defence & Trade Sector ETA (DIDTETA)	23
6. Energy SETA (ESETA)	25
7. Education, Training & Development Practices SETA (ETDP SETA)	27
8. Financial & Accounting Services (FASSET)	30
9. Food & Beverages Manufacturing Industry SETA (FOODBEV)	33
10. Forestry Industries SETA (FIETA)	35
11. Health & Welfare SETA (H&WSETA)	38
12. Information Systems, Electronics & Telecommunication Technologies (ISETT)	43
13. Insurance SETA (INSETA)	46
14. Local Government, Water & Related Services SETA (LGWSETA)	50
15. Media, Advertising, Publishing, Printing and Packaging (MAPPP SETA)	55
16. Mining Qualifications Authority (MQA)	60
17. Manufacturing, Engineering & Related Services ETA (MERSETA)	64
18. Police, Private Security, Legal and Correctional Services SETA (POSLECSETA)	69
19. Primary Agriculture ETA (PAETA)	72
20. Public Services ETA (PSETA)	76
21. Secondary Agriculture SETA (SETASA)	77
22. Services SETA	81
23. Tourism, Hospitality & Sport ETA (THETA)	87
24. Transport ETA (TETA)	89
25. Wholesale & Retail SETA (W&RSETA)	92
 Appendices	 96
<ul style="list-style-type: none"> • Sources and interviews • Acronyms • Interview guide • Learnership / skills programme provision, at a glance (Sept 2004) • Constraints and Challenges, at a glance • NGDS/PGDS Agreement on Learnership targets (Nov 2003) • Employers big and small • Learnerships grant structure, at a glance 	

Background to the study

We have had two broad objectives in mind in developing these Fact Sheets. The first is linked to distributing and sharing information amongst a broad range of stakeholders about the activities of the Sector Education & Training Authorities (SETAs) in the province. The second is to avail this information so that it might translate into practical ways of planning, connecting and working together to achieve the skills development goals of the Skills Development and Levies Acts (1998 & 1999 respectively).

At another level, the work of the SETAs, reflected in these Fact Sheets, has an extremely important role to play in achieving the developmental vision of *iKapa Elihlumayo* - the growing and sharing Cape - the vision that combines economic strategies with notions of building human & social capital, which sets the tone and standard of economic mutuality that underpins an inclusive, sustainable and shared future for all. The Premier has re-iterated the *iKapa* objectives in his State of the Province address (28th May 2004) by committing to twenty measurable actions, many of which are underpinned by successful learning achievements, as a deposit on delivery in the first 100 days.

The Fact Sheets hope to provide an information bridge across a policy glitch: SETAs are a national competency and collect information, analyse their contexts, and plan in (national) economic sectors, whereas education and training provision tends to take place in geographical (provincial) locations in sites of learning (workplaces, community venues, Universities, Technikons, FET colleges and so on). The work of this study has therefore been to sift information from “sectors to locality” so that we might develop provincially focused insights of each sectors’ work so that they might be directed to the provincial growth and development priorities.

There remain important gaps in the information provided here, and, there is the additional challenge of ensuring that this baseline data does not age. There may be some unintended factual omissions of detail, but also of theme, for example, the Fact Sheets have very little information about public and private provider institutions. Such additions and corrections might be addressed by further studies perhaps conducted on an annual basis. This is important particularly as the 5-year term of the SETAs draws to a close in March 2005. Over the next few months, the Minister of Labour is to announce changes or rationalizations to the current SETA organizations and re-mandate them for a second term of 5-years. Such changes will need to be captured and analysed timeously. At a local level, information gaps and new developments might be addressed through a provincial structure such as the Provincial Skills Development Forum (PSDF) hosted by the Department of Labour. The PSDF endorsed this study to the extent that the SETAs represented on the Forum have agreed to provide the PSDF / DoL in the province with quarterly information in the format of the study thereby going some way to keeping the baseline information current.

Each Fact Sheet is arranged in six sections, namely,

- *Contact information* of the national & provincial offices as is appropriate
- *National & provincial sector profile* that includes the top employers and SMMEs in the province.
- *Skills planning & priorities in the Western Cape* that includes a sketch of the partnerships and relationships of the SETA in the province.
- *Provision* that includes learnerships, skills programmes and non-accredited training, apprenticeships, and project-based training.
- *Expenditure and grant structure* explains how learnerships are resourced.

- *Challenges and constraints* provide an insight into the problems that SETAs face, and as articulated by the SETAs themselves.

The appendices that end off this compilation provide the supporting sources to this study, and they also give some preliminary insights across the SETA contexts. In developing these Fact Sheets, we collected a comprehensive set of source documents from the SETAs and these are an extremely useful resource available for any further work in this area.

This is only the beginning ...

There are a number of areas that need to be looked at in further studies so that we might develop a better understanding of,

1. what **education & training provision** is currently available in relation to the areas of anticipated economic growth as these areas are likely to create jobs and work opportunities. In general, it would be useful to know what it takes for providers to respond to such opportunities: how long does it take them to re-design the curriculum and capacitate educators / trainers, and what sorts of signals do they look for from the economy / society before they embark on such a process? Will the newly established, albeit on a pilot basis, Education & Skills Development Lead Employers / Agencies provide us with a better model for such provision?
2. the **learnership system**, now that it has been up and running for three to four years. For example, monitoring and tracking of learners on learnerships would give us insights into throughput and work placement of successful graduates, as well as what happens to unsuccessful learners. This study shows that by and large, learner numbers on learnerships is small. Is this a start-up issue or is it systemic? The challenge remains of how to place more learners (employed, unemployed, retrenched, new entrants) on good quality training programmes.
3. how all **SETAs**, with or without provincial offices, might plan for and respond to provincial training needs especially those linked to the priority growth areas. All the SETAs are currently completing their second Sector Skills Plan for 2005 – 2009, and once completed, there is now the requirement that provinces endorse the SSPs. What is the implication of such a requirement? Would this be a step towards a Provincial Skills Plan guided by the PGDS agreements, and driven through the PGDS processes?
4. how to develop a **coherent education and training system** across all institutions and sites of learning – FET colleges, higher education institutions, private providers, workplace providers, early learning, adult learning in all its forms and purposes, and so on. What are the linkages and dependencies and how do the strong, well established members provide a framework and support to the newer and / or smaller ones? Perhaps the “learning” system can itself gain from the emerging examples of cooperation between SMMEs and larger workplaces for implementing workplace learning.
5. our **successes** – there are many, many best practice case studies that need to be recorded and popularized. There is so much that we can learn from each other!

Finally, some words of acknowledgement ...

Many of the social and economic delivery goals set by the provincial government are underpinned by good quality and high participation rates in learning programmes across all sites of provision. The first acknowledgment therefore must go to the Department of

Economic Development & Tourism (DEDT) (Brendon Roberts, Nigel Gwynne-Evans and Desi Angelis) for initiating the research process, and secondly, together with the FET Directorate of the Western Cape Education Department (Zozo Siyengo) and the Department of Labour (Marten Leukes), for each “working out of silos” to collaborate on the study. The DoL must also be thanked for availing time on the very full PSDF agendas to discuss the first thoughts and instrument used to access this information.

This study took place over a reasonably short period of two and a half months and involved interacting with all 25 SETAs through examining their documentation, viewing their websites, and face-to-face and telephonic interviews. Many SETAs are suffering from some “research fatigue” as over the past year at least they have been under the spotlight. However, all the SETAs made an enormous effort to meet our requests for information even to the extent of reviewing the Fact Sheets thereby verifying the information in them. Acknowledgement therefore must go to them for the time and effort that they made to support this study. It is hoped that they too will find the study useful as they interact across the SETAs.

The first public view of this study is at a workshop hosted by the Provincial Growth & Development Summit (PGDS) HRD Strategy Specialist Committee (Friday 13th August 2004). Each social partner needs to be thanked for the confidence it has shown in the intensions, inputs to the interview schedule and processes of the study: Brian Johnston (organized business), Don Pasqualle (organized labour / Cosatu), Ernest White (civil society), Zozo Siyengo, Marten Leukes & Desi Angelis (government), Sheryl Pretorius (MERSETA) and Yusuf Patel (Provincial Development Council). However, errors and omissions of whatever nature are not for their record.

Last and certainly not least, Jeanette Isaacman, who conducted the study on our behalf. Her “insider” experiences and the insights that she gained from working for the MERSETA have enriched this study immeasurably.

Desi Angelis
September, 2004

BANK SETA

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National and Provincial Profile

The banking sector is highly regulated by legislation and state agencies under the auspices of the South African Reserve Bank, the Micro Regulatory Council and the Financial Services Board. The banking sector does not have chamber demarcations that correlate with the Standard Industrial Classification (SIC) codes. The SIC code demarcations are:

- Monetary Intermediation
 - Discount Housing and Commercial and other Banking
 - Building Society Activities
 - Other Financial Mediation NEC
 - Lease Financing
 - Securities Dealings
 - Activities Ancillary to Financial Mediation
 - Suspense Account
- (BANKSETA Sector Skills Plan (2002/3))*

The Bank SETA consists of a range of players, 123 of which are registered banks. Thirty-one of the banks are locally controlled and include the 4 large banks ABSA, First Rand, Nedcor and Standard Bank. There are also 3 mutual banks, 10 foreign banks, 15 foreign representative branches and 61 foreign offices. The players in the banking sector are:

- Central Bank (South African Reserve Bank)
- Banking Council
- Development finance organisations
- Other finance organisations (lease finance)
- Asset Management
- South African Society of Banking Officials (SASBO)
- Micro Finance Regulatory Council (MFRC)
- Large, medium, small & micro banks
- Mutual Banks
- Non-government organisations (finance related)
- Investment banks
- Micro finance/lending organisations
- Micro-finance associations
- Insurance and Banking Staff Association (IBSA)

With regard to organizational size, the BANKSETA has the following categories:

- Corporate enterprises employing more than 150 full-time staff and a total annual turnover of more than R20 million;
- Medium enterprises employing 51–150 full-time staff with total annual turnover not exceeding R20 million;
- Small enterprises employing 11-50 full-time staff with total annual turnover not exceeding R10 million;
- Very small enterprises employing no more than 10 full-time staff and usually consisting of 6 – 10 employees with a total annual turnover not exceeding R1 million;

- Micro enterprises employing no more than 5 full-time staff with a total annual turnover not exceeding R0.1 million.
(*BANKSETA Sector Skills Plan 2002/3*)

Skills Planning & Priorities in the Western Cape

BANKSETA plans for the sector on a national basis. The skill development priority areas are:

- Bank offices processes and support
- Customer interface
- Information technology
- Financial skills
- Legislation implementation
- Management and leadership

SMMEs: BANKSETA has set up a national project for SMME development called the Micro Finance Skills Project. The project is implemented in the Western Cape, but currently no statistics are available with regard to the number of organisations participating on this project in the province.

BANKSETA has met the national target of providing support to 20% of the SMMEs in its sector.

Partnerships: The BANKSETA does not have a formal partnership with any structure or organisation in the Western Cape. The BANKSETA provides training programmes for Skills Development Facilitators and meets individually with the employers in the province.

Provision

Learnerships

Learnerships in the Bank sector are demand driven and employers appoint their own service providers and recruit their own learners.

The BANKSETA in partnership with the National Skills Fund has launched a learnership project, called Letsema, in Gauteng. Learnerships will be implemented in five provinces in Phase Two of this project. The Western Cape is one of these five provinces. The SETA is still in the process of finalising funding for the learnerships and the learner targets have not yet been confirmed.

Projects

The SETA's main projects are:

- Youth development through learnerships
- Employment Equity and Transformation
- SMME Development
- Consumer Education (the Micro Finance Skills Project addresses this issue)

Expenditure & Grant Structure

No information was provided.

Challenges & Constraints

No information was provided.

Chemical Industries Education and Training Authority (CHIETA)

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National and Provincial Sector Profile

The Chemical Industries Sector comprises of chemical and chemically related industries. The industries that conduct similar processes or produce and distribute similar chemical products are classified in nine sub-sectors. The SETA has clustered them into five chambers:

Glass	Production of molten glass in furnaces and manufacturing of glass products from molten glass
Base Chemicals & Petroleum	Production of chemical products from hydrocarbon / natural resources.
Pharmaceuticals & Fast Moving Consumer Goods	Manufacturing processes including the mixing of batches of material & packaging of products used in these 2 sectors are similar
Speciality Chemicals & Surface Coatings	Similar manufacturing & packaging practices used in surface coating and speciality chemicals
Explosive & Fertilizers	Raw materials and large scale continuous and semi-continuous manufacturing processes used in the manufacturing of these two products are similar

CHIETA has a total of 4 310 member companies, and 720 of these are in the Western Cape. Approximately 85% of the member companies within the chemical industry are SMMEs.

CHIETA has recently opened an office in the Western Cape with two staff members. The office is a “one stop-shop” intended to promote the national and sectoral skills development strategy in the region, through support, accessibility, visibility and quicker response times. The office has also contracted the services of a Regional Officer to assist with the entire skills development process and Skills Development Facilitators to assist SMMEs with the compilation of WSPs and implementation reports.

The top employers in the Western Cape are:

- PetroSA
- Consol
- Pfizer
- Engen
- Caltex
- Shell
- BP
- Glasko Smith & Kline

Most of the petrochemical companies are based in the Western Cape except for SASOL, which is based in Gauteng.

When petro-chemical companies restructure, some of the retrenched staff either start their own businesses such as a petrol depot or a consultancy business. Some of the larger companies offer training to smaller businesses.

The larger petro-chemical companies tend to do a lot of training with the staff at services stations. This is not a formalised SETA strategy, but the SETA helps these companies to develop training packages when it is approached for assistance.

Skills Planning & Priorities in the Western Cape

Currently, CHIETA's skills development plans are developed and implemented by the Head Office and facilitated by the regions. However, there are plans for Regional Offices to develop provincial sector skills plan in the future.

There is currently no documented strategy for the SMMEs specific to the Western Cape. However, there is a national SMME strategy that the local office is implementing in the Western Cape. To ensure CHIETA's visibility in the region, the Regional Manager visits an average of 10 companies per month, most of which are SMMEs to inform and encourage them to participate in the skills development process.

Partnerships: CHIETA Western Cape has a regional committee (referred to as the Broad Forum) that meets three times a year. The Forum comprises of labour and employer representatives, providers and consultants. The Forum sets targets for the Western Cape and ensures that they are aligned to the national strategies.

The Broad Forum has a Steering Committee that is comprised of 10 people: 3 labour representatives; 3 employer representatives; 3 provider (private/HE/FET) representatives; and, the CHIETA Western Cape regional manager also sits on the Committee. The Western Cape office plans to have representatives from the DoL and the DoE on the Steering Committee. The Steering Committee reports to the Broad Forum. The Broad Forum has the authority to authorise proposals from the Steering Committee.

CHIETA Western Cape participates on the Provincial Skills Development Forum and interacts with other SETAs in the province.

CHIETA Western Cape has begun a relationship with a sub-committee of Human Resource Development Managers from SAPIA, an Employer Association. This is a strategic alliance as this sub-committee operates as a 'think tank' for skills development related activities within the petro-chemical sub sector.

Provision

Projects

PROTEC Project: CHIETA has contracted PROTEC to place 1000 Technikon learners into companies to gain workplace-based learning. The final year of the diplomas for which the learners are currently enrolled is converted into a learnership. The learnerships included in this project are for the following qualifications:

- Electrical Engineering
- Mechanical Engineering
- Analytical Chemical Engineering

No information on the implementation of the project in the Western Cape was available as the project has just been initiated.

HIV/AIDS Project (NSF funded): CHIETA has started a national HIV/Aids project where 15 specialists have been contracted to assess the HIV/Aids status of companies and help them to develop a strategy for dealing with AIDS. Each company will train someone to be a HIV/AIDS co-ordinator. There are 10 companies and a total of 10 employees on this project in the Western Cape.

RPL Project (NSF funded): CHIETA has a national RPL project the aim of which is to train RPL practitioners across the country. The training has just commenced and no figures were available for the Western Cape.

SMME Support Project (NSF funded): CHIETA has a national SMME Support Pilot Project the aim of which is to assist SMMEs to develop and grow. There are two companies with a total of 51 employees who are participating on this project in the Western Cape. A mentor is attached to a company to assist with the development of strategies for business growth.

Science Engineering and Technology Project (NSF funded): CHIETA has a Science Engineering and Technology Project to assist matriculants to improve their Mathematics and Science results by offering them a bridging programme. Most of the learners on the project are women.

The Peninsula Technikon has recently signed a contract to take 30 learners onto a six-month bridging programme after which the learners can either register for a learnership or participate in the mainstream studies of the Technikon that are relevant to the chemical industries.

Medical Sales Representative Learnership Project in Western Cape: The Medical Sales Representative project will soon start in the Western Cape. The project involves a 2-month bridging programme for 15 black women who have done matric Biology. After the bridging programme is complete, the learners will be placed on a Medical Sales Representative Learnership. This is an Umsobomvu Youth Fund funded project.

ABET Project (NSF funded): The national target for ABET learners is 6000. Learners will do Mathematics and Science after which they will be placed on chemical industry related learnerships. In the Western Cape there are:

- 233 unemployed ABET workers based at 6 different sites
- 120 employed ABET learners at 31 SMMEs

Investors in People Project: The Investors in People Programme is run at 3 companies in the Western Cape. In September, CHIETA plans to implement a large outreach programme to encourage more SMMEs to participate in the Investors in People Programme.

Oil, Gas and Chemical Manufacturers Skills Development Project: The Oil, Gas (OG) and Chemical Manufacturers (CM) Skills Development Project is an industry wide initiative. CHIETA has given the project a skills development grant of R25 million to train 1000, learners mainly unemployed matriculants, with Mathematics and Science in 2004. The project was a result of a study conducted by the National Advisory Council on Innovation (NACI) that identified a critical skills shortage arising in the construction sector as a result of large projects such as Koega, Refinery Clean Fuels Project, the SASOL Synfuels Turbo Project and others. The Refinery Managers conducted a further study to evaluate the impact of the anticipated skills shortage on the Oil, Gas and Chemical Manufacturing Industry. After the studies were completed three actions were identified, one of them was the development of training programmes to address the skills gaps.

Within the Western Cape, Northlink College has been identified as a Regional Training Centre supported by Caltex to embark on training for this project. CHIETA has developed Specialised Maintenance and Turnaround/Shutdown Learnerships and Skills Programmes.

A Lead Employer Learnership Training Model has been developed. CHIETA will fund the lead employer who will employ the learners and pay the Regional Training Centre to provide the training. The lead employer will also pay the learner allowances.

The target of the project is to train 6 000 artisans by 2010 in the following trades:

- Mechanical fitters and turners
- Welders
- Boilermakers
- Riggers
- Electricians
- Instrument Mechanics

Learnerships

There are 57 employed and 75 unemployed learners in learnerships in the Western Cape.

Skills programmes and non- accredited training

In the Western Cape, the SMMEs tend to be more interested in skills programmes than learnerships because of the nature of their businesses. CHIETA plans to hold workshops across the country to get input from stakeholders in a range of sub-sectors for the development of a 100 skills programmes for the chemical industry and one workshop will be in the Western Cape.

One of the larger petrochemical companies, PetroSA, is recruiting unemployed people and placing them on skills programmes to prepare them for the “shut-down” period.

The table below illustrates the number of learners that have participated on skills programmes in the Western Cape in 2004.

Skills Programme	No. of learners
Flogger	65
Mechanical Operators	10
Plant Shutdown Fitter	9
Glass Container Inspection Mechanician	1
Glass Container Product Line Controller	4
Mould repair assistant	4
Total	93

Apprenticeships

No information was available at the Western Cape office on apprenticeships run in the province.

Providers

CHIETA uses both public and private providers. The SETA runs a Provider Capacity Building and Accreditation programme (NSF Funded) to capacitate SMME providers so that they can be accredited by CHIETA. There are 5 SMMEs with a total of 5 employees participating on this project in the Western Cape. CHIETA Western Cape’s Regional Manager is also exploring ways of getting the larger accredited companies to offer training to SMMEs partly as a result of the limited number of private providers.

The CHIETA also runs a Joint Implementation Programme where the SETA assists providers to set up the necessary systems in order to become accredited. No other details were available on this initiative.

Three of the larger companies have been accredited as providers by CHIETA in the Western Cape: PetroSA, Engen and Consol.

Expenditure & grant structures

Learnership & skills programme grant structure is as follows,

Employed learners	R13 000
Unemployed learners	R 15 000 (plus R 7 500 towards the learning allowance)
Employed learners	R 130 per skills programme
Unemployed learners	R 150 per skills programmes

Challenges & Constraints

SMMEs have not been implementing learnerships in the Western Cape. Some of the reasons that prevent their participation are the cost of training, employees leaving the company once they are trained, and the paperwork involved in the new skills development process.

Some of the Technikons have raised concerns about not being given incentives for implementing learnerships. The SETA is currently trying to address this problem.

There is an absence of suitable providers.

Employers are reluctant to take on unemployed learners. The issue seems to be more related to “ignorance” about the new education and training system as opposed to having a negative attitude. In addition, older employees in companies feel that the learnerships are aimed at the younger employees and that unemployed learners brought in for training are being developed to take over their jobs.

Clothing, Textile, Footwear & Leather Sector Education & Training Authority (CTFL SETA)

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National and Provincial Sector Profile

There are approximately 186 400 workers working in 1860 companies in the formal clothing, textiles, footwear and leather sector. In the Western Cape, there are approximately 337 clothing companies employing 34 535 workers.

The SETA has three chambers:

- Clothing (based in Cape Town)
- Textile (based in Durban)
- Footwear and Leather (based in Durban)

The larger employers in the clothing sector in the Western Cape are:

- Bonwit
- Pep Clothing
- Cape Underwear
- Bibette

The larger employers in the Footwear and Leather sector in the Western Cape are:

- Barker
- Jordan
- Olympic Fair
- Green Cross

The larger employers in the Textile sector in the Western Cape are:

- SANS Fibres
- Romatex
- SA Fine Worsteds
- Nettex

Companies that export participate in the Duty Credit Certificate Scheme (DCCS) and spend a percentage of the grants received on training smaller Cut, Make and Trim (CMT) companies to whom they outsource work.

Skills Planning & Priorities in the Western Cape

The CTFL SETA has specific strategic priorities for the sector nationally. The different regions, including the Western Cape, contribute in meeting these priorities. The CTFL SETA participates in the Provincial Skills Development Forum of the Western Cape.

The CTFL SETA has developed a SMME strategy for the Clothing Sector to stimulate and support skills development. Some of the key objectives of the strategy are to:

- Identify SMMEs in the clothing region
- Organise SMMEs per region, area and geographic cluster
- Conduct a skills audit to determine training needs
- Ensure SMME representation on SETA structures
- Source providers to service specific SMME clusters
- Report on SMME activities via representatives at the Chamber council
- Provide the services of Skills Development Facilitators to SMMEs
- Assist in accessing funds available for SMME training and development

In addition to the above, the SETA has simplified the accreditation process for SMMEs and they are now able to receive accreditation as sites of learning. In this situation, the accreditation focuses primarily on the company being in possession of the appropriate tools.

Partnerships: The following partnerships are established in the Western Cape:

- Provincial Skills Development Forum
- Department of Trade and Industry in terms of the DCCS
- Centre of Excellence at the Peninsula Technikon's
- University of Cape Town

Provision

Learnerships

The SETA set a national target of 1 020 unemployed learners to be placed on learnerships at the national Growth and Development Summit in 2003. In the Western Cape, 323 learners have achieved a National Certificate in Clothing Manufacturing Processes Level 2, 35 learners have achieved a National Certificate in General Textiles Level 2 and 20 learners have achieved the National Certificate in Footwear Manufacturing Level 2.

Table: Learners currently on learnerships in the Western Cape

Employed	Unemployed	Male	Female	Total
Clothing Manufacturing – Machinist/Garment constructor Level 2				
824	319	19	1124	1143
Clothing Manufacturing - Pattern Maker Level 2				
17	1	2	16	18
Footwear Manufacturing – Design Level 2				
25	0	15	10	25
Footwear Manufacturing - Closing Level 2				
4	44	12	36	48
Footwear Manufacturing – Clicking Level 2				
11	19	15	15	30
Textile Manufacturing – Hose & Half Hose Knitting Level 2				
		12	1	16
Textile Manufacturing - Spinning Process Level 2				
		9		9
Textile Manufacturing - Weaving Process Level 2				
	10	29	6	35

Textile Manufacturing - Printing Process Level 2			
18	38	6	44
Textile Manufacturing - Knitting Process Level 2			
10	41	8	49
Textile Manufacturing - Fibre Finishing – Level 2			
	12	3	15
Textile Manufacturing - Melt Extrusion Level 2			
	85		85
Textile Manufacturing - Continuous Dyeing Level 2			
	34	2	36
Textile Manufacturing - Discontinuous Dyeing Level 2			
	9		9
Textile Manufacturing - Fabric Inspection Level 2			
	3	6	9
Textile Manufacturing - Full Fashioned Knitting Level 2			
	5		5
Total			1576

The CTFL SETA has developed learning guides for all its unit standards and produced CDs with the learning guides that they provide free of charge to companies. The SETA has also developed assessment tools for the companies.

The CTFL SETA has developed two learnerships models to assist companies, particularly the SMMEs with learnership implementation:

The Learnership Centre Model: The SETA identifies a medium-sized company as the lead employer, accredits it to deliver training for learnerships, then organises a cluster of SMMEs to send their learners to the company for theoretical and some of the practical training. The learners then return to their own companies to do on-the-job training. The lead employer sets up a learnership centre in which the training takes place and receives a grant per learner and recovers his/her training costs by charging the SMMEs a fee.

Private Provider Model: The second model involves the provision of training to a cluster of companies (small or large) by a SETA accredited private provider. The Sewing Industries Training Trust (SITT) is an example of one of these training providers.

Companies keep track of learners' progress. Learners who go through learnerships gain a more holistic understanding of how the company functions and how their role contributes to the work environment.

Skills programmes & non-accredited training

Approximately 60% of the CTFL companies implement skills programmes and short courses and 40% of them implement learnerships. The skills programme and short course training includes skills areas such as sewing operations, machine maintenance, supervisor development programmes, and HIV awareness. No figures were available for the Western Cape.

Providers

The SETA uses public and private providers. A project is currently underway to bring FET colleges in the Western Cape within the quality assurance loop of the CTFL SETA. The SETA has created a Centre of Excellence at the Peninsula Technikon that provides short course training to the industry. The SETA sits on the Technikon's Selection Committee and assists with the recruitment of learners.

Apprenticeships

Apprenticeships are being implemented within Textiles sector. 29 trades are accessible at present. The following Western Cape companies currently have registered apprentices:

- Berg River Textiles

- SA Fine Worsteds
- Svenmill

Projects

ABET Project: The SETA has a national ABET project with a target of 3 000 learners. No targets were available for the Western Cape.

Bursary Programme: The CTFL has organised a Technologist Bursary Programme at the Peninsula Technikon and it plans to award 20 bursaries to textile learners and 20 to clothing learners. Due to the clothing industry going through a difficult period there has been less than a 10% uptake of the bursaries. Lower level learnerships are more in demand. No bursaries are available for the footwear sector, but bursaries for leather technology are available for a programme offered through the International School of Tanning in Grahamstown.

Education Training and Development Practitioner's Project: UCT runs a Level 5 Diploma course for trainers. The project is two years old and so far approximately 45 people have been trained, and 26 people are currently on this programme.

Assessor Training: The SETA has also allocated 500 bursaries for assessor training. A course was recently run at the Peninsula Technikon for 30 people to train as assessors.

SMME Cluster Project: This national project involves short course training in the following modules:

- Management training
- Supervisor training
- Operator training
- Mechanics training

Summary of clusters that have completed training

	W Cape pilot (2003)	W Cape	Southern Cape
Number of companies participated	11	17	13
Managers	11	17	13 in progress
Supervisors	11	17	Training in progress
Operators	220	350	Training in progress
Mechanics	2	No information	Training in progress

HIV/AIDS Project: Most of the clothing companies are running an AIDS Awareness Project. No figures were available for the Western Cape.

Expenditure & Grant Structure

R2, 8 million has been allocated for SMMEs Projects nationally.

Learnerships are funded from both discretionary grants and the National Skills Fund:

- Discretionary funds: Employers receive R15 000 per learner employed or unemployed.
- NSF funds: Employers receive R22 500 per unemployed learner.

The CTFL SETA incentivise short course training interventions through the mandatory grant system.

Challenges & Constraints

- To reach a larger number of SMMEs and workers for skills development generally.
- To register a larger number of learners on learnerships.
- To motivate more companies to participate in the skills development levy grant system.

Construction Education and Training Authority (CETA)

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National and Provincial Sector Profile

The construction sector consists of three sub-sectors, namely, Construction, Professionals and Material Manufacturers. The construction industry is estimated to have 35 000 employers employing approximately 330 120 employees. Of the levy paying employers, 96% are SMMEs.

The top employers in the construction sector in the Western Cape are:

- Neil Muller Construction (NMC)
- Haw Inglis
- Power Construction
- Martin & East
- Asla
- WBHO
- Murray & Roberts
- H E Boehnke (plumbing company)
- Group 5
- Grinaker LTA

The CETA has a regional office in the Western Cape with 3 staff members and 2 contract workers who work on the NSF Projects.

Skills Planning and Priorities in the Western Cape

The CETA plans for the sector on a national basis and is partly informed by the WSPs. CETA Western Cape is in the process of developing a skills development plan for the province.

The CETA Western Cape has commissioned the Peninsula Technikon to conduct research on the skills profile of the construction sector in the province. A shift that has taken place within the construction industry is to sub-contract work to second and third parties especially in carpentry, bricklaying, plastering, tiling, road works and plumbing. Many artisans and general foremen are now engaged as smaller companies and sub-contract to larger companies.

Some of the key issues in the construction sector in the province are:

- Critical skills shortages with regard to technicians, quantity surveyors, architects and engineers;
- Low literacy & numeracy level of workers;
- Need for supervisory and middle management training;

- Shortage of young people within the construction sector - the average age of skilled workers in the sector is between 55 – 60yrs. The CETA needs to embark on a marketing drive to attract younger people.
- A large number of emerging contractors are still operating outside of the new skills development environment. Many are therefore not participating within the CETA levy paying system and therefore fail to benefit from available incentives. CETA has identified skills development agents to help locate emerging contractors to assist them to develop their business management skills and to encourage them to participate in the skills development processes. This is done by running information sessions and assisting them with the SARS registration process.

SMMEs: It is estimated that 50% of the companies in the Western Cape are SMMEs. The challenge is to bring these entities to participate in the mainstream economy of the province in order to support further growth of the sector. Most of the large companies in the construction sector have relationships with SMMEs (or sub-contractors) that have acquired specialist skills in a range of areas such as finishing carpentry, brickwork, plumbing, paving and some areas of road works.

Partnerships: The CETA Western Cape has entered into partnerships with the Provincial Department of Public Works, the Unicity and municipalities to implement the Expanded Public Works Programme in the province. The CETA Western Cape office also participates in the Department of Labour's Provincial Skills Development Forum and the Learning Cape Festival.

CETA Western Cape has formal linkages with all 6 FET Colleges in the province of which some are accredited to provide skills and training for the fundamentals. Memoranda of Understanding with most SETA's are also in place and relationships with both technikons and universities in the province has resulted in the implementation of 47 learnerships at NQF level 6 with the Peninsula Technikon.

Provision

Learnerships

There are 936 learners on learnerships in the Western Cape. These learnerships include more than 30 construction related disciplines between NQF levels 2 – 6. No other details were available on the learners participating on these learnerships.

The CETA has a well-developed learner database that is located at its Head Office. A new electronic system has been developed to allow the regional offices to access information from the central database. Plans are also on track to evaluate the quality and impact of learnerships in the province.

Skills programme and non-accredited training

There is a demand for skills programmes primarily in the building industry, as many employers perceive skills programmes and the Recognition of Prior Learning (RPL) process as a fast tracking mechanism to bring people into the sector. The CETA Western Cape plans to have more than 100 learners on skills programmes across all sub -sectors by the end of 2004.

Projects

CETA – NSF Project: The CETA-NSF project is mostly in the local government sector and aims to support and develop SMMEs within the construction sector through the implementation of learnerships. The national target of the CETA - NSF project is 2 727 SMMEs and the Western Cape target is 57 SMMEs. The aim of the CETA-NSF project is to first capacitate the owners of SMMEs by placing them on a NQF Level 2 *Construction Contracting* Learnership. Contracts have been secured from both local & provincial government departments. These sites provide an opportunity for workplace learning to take place. SMMEs owners who have successfully completed this learnership can then proceed to another learnership in their specialist skills areas.

The Project will also develop the capacity of both providers and skills development facilitators to assist with this process. So far 40 SMMEs participate on the CETA - NSF project, and 80 Skills Development Facilitators have been trained.

Additional SMME project (not NSF funded): The CETA has provided funds for an additional 24 SMMEs to participate on the *Construction Contracting* Learnerships making a total of 64 SMME owners in the Western Cape who have registered for this learnership. Thirty percent of the SMMEs owners are women.

Expanded Public Works Programme (EPWP): In response to the Expanded Public Works Programme, the CETA has entered into an agreement with the Department of Public Works to fund learnerships. The initial target was 575 learners, but funds for an additional 750 men and women have been requested. The aim is to train the learners in labour-intensive building and construction skills at a cost of R50 million. This is a major national project announced by the State President that involves close working relations amongst provincial governments, municipalities, the Department of Public Works and the CETA. The role of the CETA in the province is to assist with the selection of learners onto the EPWP, manage the registration of learnerships and to quality assure the learning programmes.

Approximately 60 learnerships have been identified for SMMEs through the EPWP in the Western Cape. In addition there will be 2 *Construction Supervisors* Learnerships organised for each of the emerging contractors. This will triple the initial number of learnerships to at least 180 learners. Projects will take place in different parts of the province and be linked to the labour intensive projects. One of the projects earmarked for the EPWP in the region is the Klipfontein Corridor. The Western Cape CETA has already been approach to assist with funding of more than 2000 learners on learnerships identified for the EPWP. Discussions are currently ongoing between the various parties to conclude the necessary MoU.

IKWELO Skills Development Programme: The CETA has entered into an agreement with the Department of Education to train 3600 unemployed individuals countrywide on its IKWELO Programme in various construction related skills programmes. The CETA Western Cape will identify 240 individuals who are currently based at the 4 provincial Adult Learning Centers in the Western Cape to participate on the IKWELO programme. The project will benefit the schools in the community, as the learners will gain workplace experience on the school sites as they repair the school buildings.

Other CETA funded projects are:

2002	ABE Emerging Contractors (R189 208.00) Trainee Tradesmen (R458 599.00) Training of unemployed (R103 500.00) Training of unskilled employed (R121 800.00) Bricklayers & Plasterers training (R172 500.00) Training Practitioners (R35 000.00) RPL in the workplace (R575 000.00) Aids awareness (R77 500.00) Total (R10 804 859 00)
2003	Group SDF (R2 304 530.00) Capacity building schoolchildren in construction (R621 896.00) HIV/AIDS (R176 320.00) Mentoring of learners in learnerships (R1 277 500.00) Research for Provincial Sector Skills Plan (R307 000.00) SMME registration and WSP Agent process for 75 Contractors (R75 000.00) Mentoring of SMMEs (R450 000.00) Total (R5 162 246.00)

Providers

The CETA Western Cape has accredited three training providers. One of the major obstacles that prevent providers from gaining accreditation is the development of outcomes based learning material.

Below is a list of accredited providers in the Western Cape, the majority of which still implement the apprenticeship system.

The accredited providers are	AGR National Training Tjeka Development, & Tjeka Training Matters LSA School of Technology
Non- accredited providers are	Correctional Services – Drakenstein BTC Corobrick Building Training Centre Lansdowne Choice Training Solutions Greater Hermanus Training Centre Correctional Services: Malmesbury Training Centre Nuwe Hoop Centre for the Hearing Impaired Skills Academy Zenzele Enterprises

Apprenticeships

There are 11 apprenticeships in operation in the Western Cape. The apprenticeships are mostly available in situations where new learnerships are not yet in place.

Trade	No Learners
Carpenter	3
Joiner & Wood machinist	3
Plumber	5
Total	11

Expenditure & grant structure

The CETA pays:

- R2000 up front once a learnership agreement has been signed;
- R100 (will increase to R250) per credit achieved;
- R 5000 for employing an 18.2 learner for at least 6 months after completion of a learnership;
- A minimum allowance of R250 per week for an unemployed learner for 30 weeks for travelling and accommodation under certain conditions;
- Tax incentive for the employer of between R17 500 – R25 000 at the start and completion of a learnership.

Challenges & Constraints

Many of the providers are struggling to develop outcome-based material. There is also a shortage of practitioners that are familiar with the new NQF requirements.

The increasing number of learnerships in the province would require extra resources to support the CETA to effectively carry out its function in the region. In addition, attracting more schooled and young people into the construction sector is important.

Encouraging more of the major construction companies to support the skills development initiatives.

Emerging contractors find it difficult to participate in the new skills development environment due to lack of knowledge and prejudices of the past.

Diplomacy, Intelligence, Defence, and Trade Education and Training Authority (DIDTETA)

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National and Provincial Sector Profile

DIDTETA consists primarily of government departments with an estimated 85 000 employees in the sector. Government departments are exempt from paying the 1% levy of their payroll – they only have to pay 10% of the 1% for the SETA administration. The Competition Commission is DIDTETA's only member that pays the full 1% levy. The SETA's income amounts to R7 million a year.

DIDTETA's major national employers are:

- Department of Defence
- Department of Foreign Affairs
- Department of Trade and Industry (the affiliates are International Trade Administration Commission (ITAC) and the Companies and Intellectual Properties Registration Office (CIPRO))
- National Intelligence Agency
- South African Secret Service
- Armscor
- Armscor Business
- Competition Commission (100 people)

Within the Western Cape, the main stakeholders in the sector are the military bases and people related to the Department of Foreign Affairs such as the envoys and ambassadors. The military bases are located in Saldahna, Wingfield, Youngsfield, Simonstown, Gordon Bay, Ysterplaat and Langebaan.

Skills Planning & Priorities in the Western Cape

DIDTETA is in the process of compiling its Sector Skills Plan for the period 2005 – 2009 in which all nine provinces are included. The SSP also identifies scarce skills common across all government departments and they are in the following areas:

- Economic analysis
- Intellectual property rights
- Business management
- IT
- Technical skills

In addition to the skills listed above, each of the Departments has their own specific list of scarce skills. Interventions on how to address the critical shortage of skills will be integrated into the 2005 – 2009 Sector Skills Plan.

Provision

The Department of Defence has military institutions that are responsible for training in the army, navy and air force. People who work for the South African Military Health Services are trained and qualified by the appropriate Higher Education medical organisations.

Learnerships and Apprenticeships

DIDTETA initially identified 76 apprenticeships to convert into 48 learnerships but continues to implement apprenticeships. DIDTETA has currently registered 10 learnerships and plans to register another 4.

Skills Programmes & non – accredited training

No information was available on skills programmes and short courses.

Projects

DIDTETA has submitted a proposal for a **National Military Veteran’s Project** to the Department of Defence requesting funds to assist it to identify military veterans and to conduct an audit to establish their training needs. The audit will determine the number of learners who require ABET programmes, skills programmes, learnerships and SMME business start-up skills. Once the audit is completed, it will organise accredited providers to deliver the appropriate training and assist the military veterans to find work once they have undergone training. This project will also be implemented in the Western Cape.

DIDTETA is involved in a national project with the Defence Force to increase the number of **black professionals** within the Defence Force. So far 680 learners have participated on this project that has involved a full year of schooling at Kentron, a section of Armscor, to improve their grades in subjects such as Mathematics, Biology and Accounting. When learners have completed this programme, they are absorbed into the Defence Force into specialised careers. No figures are available for the Western Cape.

DIDTETA has also been involved in the **Presidential Strategic Leadership Development Programme** that focuses on the development of strategic leadership skills. The target group is senior people within government departments and ambassadors. It is an 8-month programme managed by SAMDI. So far 151 people have been trained nationally - no figures are available for the Western Cape. Due to lack of funds, the project did not take place this year.

Providers

No information is available on providers in the Western Cape

Expenditure & Grant Structure

There is no learnership grant structure.

Challenges & Constraints

Due to its limited budget, DIDTETA experiences difficulty in meeting some of its objectives.

Energy Sector Education and Training Authority (ESETA)

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National and Provincial Sector Profile

The Western Cape has the second largest number of ESETA member companies in the country, that is, 705 employers of a national total of 3546. Eighty percent of the electrical contractors in the province are SMMEs and they are mainly electrical contractors who employ between 1 - 50 people.

The top electrical contractor employers in the Western Cape are:

- Electrical Reticulation Co
- Brand Engineering SA
- Goddards Electrical
- Faradays Electrical
- L Thompson and Company
- Newlands Electrical
- Racec
- WG Dixon
- Atlas Electrical
- Hiteck Electrical

The ESETA has a low income compared to other SETAs and, at one stage; queries were raised as to whether it should remain a separate entity. The SETA has to rely on donor funding to help finance some of its projects.

ESETA has an office in the Western Cape with one staff member to serve the electrical contractors in the area. The office is responsible for the administration of learnerships, apprenticeships and grants. The ESETA Western Cape office used to be the office for the Electrical Contractor's Training Board.

Skills Planning & Priorities in the Western Cape

The ESETA plans for the sector on a national basis and has not identified any specific priorities for the Western Cape. The first SSP identified the scarce skills listed below but no specific scarce skills were identified for the Western Cape.

- Service inspectors of radiological protection, quality assurance and plant operators;
- Reactor operators;
- Energy Loss Managers;
- Master Installation Electrician;
- Network designers;
- Project Management;
- Financial Management.

SMMEs: The ESETA's SMME strategy is to outsource support to SMMEs to specific industry associations such as the Electrical Contractors Association, Industries Education and Training Institute as well as empowerment groups. The ESETA provides resources to these organisations to appoint Skills Development Facilitators who assist and support SMMEs in the skills development process. The SETA has also simplified the relevant documentation and made it more user-friendly. Unclaimed levies are channelled back to the SMMEs through discretionary grants.

The ESETA has introduced a cluster approach whereby the Associations access funds from it and provide education and training services to a group of small businesses.

Partnerships: The ESETA has a Regional Training Board in the Western Cape that consists of employer representatives, labour representatives, interested parties such as the technical / FET colleges and observers co-opted by invitation e.g. ESKOM and providers.

Provision

Learnerships

ESETA has 37 male employed learners on learnerships in the Western Cape,

- National Certificate in Electrical Engineering Level 2 - 27 learners
- National Certificate in Electrical Engineering Level 3 – 7 learners
- National Certificate in Electrical Engineering Level 4 – 3 learners

The ESETA is involved in an initiative with the Koeberg Power Station to develop qualifications and skills programmes to cover the unique range of skills required at the plant.

ESETA does not have a system in place to track the progress of learners.

Skills Programmes & non-accredited training

The Industries Education and Training Institute delivers skills programmes referred to as *Electrical Contractors Operator's Training* (ELCONOP) which electricians have to undergo before they can be trained as electricians. This training takes place both in the Western Cape and the Eastern Cape. By 2003, 103 learners in the Western Cape had completed these skills programmes.

Apprenticeships

ESETA Western Cape has 23 employed male learners on the *Electrical Construction* apprenticeship.

Expenditure & Grant Structure

Incentives for skills programmes are R10 per credit achieved. The Learnership grants are as follows,

- Companies with more than 149 employees receive R 3000 per 18 (1) & R 6000 per 18 (2) learners
- Companies with less than 149 learners receive R 6000 per 18 (1) & R 8000 per 18 (2) learners

The ESETA has a budget for SMME development. The initiative they agreed upon with one of the employer associations, the Electrical Contractors Association (ECA) (SA), is an example of its assistance to SMMEs in the sector.

Challenges & Constraints

No blockages were identified.

Education, Training & Development Practices Education & Training Authority (ETDP SETA)

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National and Provincial Sector Profile

The primary focus of the ETDP SETA is education, training and development. It is a large and diverse sector and offers services to the constituencies listed below. It is organised in 2 chambers. The budget chamber covers the national and provincial Departments of Education. The levy chambers covers other organisations and employers who pay levies to the SETA.

- Departments of Education (national and provincial)
- Universities and technikons
- Independent schools
- Private Education and Training Providers
- ETD non-governmental organisations and community based organisations
- Early Childhood Development
- Libraries and archives
- Trade unions as employers
- Political parties as employers
- General research organisations
- Research and development organisations
- Professional Organisations

A total of 1011 ETDP organisations, most of which pay levies, submitted their WSPs for the period 2003 – 2004, and 204 of these organisations are located in the Western Cape. Of the organisations in the Western Cape, 159 employ between 1 - 49 employees, 33 between 50–149 and only 12 employ more than 150 employees.

The annual training reports that were submitted to the ETDP SETA showed that 156 employees of the organisations that participated in skills development were below NQF Level 1 and only 15 learners had been enrolled for training. It was not clear from the information provided whether these figures were national or specific to the Western Cape.

Skills Planning & Priorities in the Western Cape

The ETDP SETA plans for the sector on a national basis and does not have a specific skills development plan for the Western Cape.

ETDP identified the following priorities for the Western Cape:

- Curriculum development
- Information technology (computer skills - Internet, Ms Office, GroupWise)
- Management training
- Strategies for OBE implementation
- Development of maintenance and building skills - bricklaying & electrical courses
- Management development
- Design technology in primary school
- Early Childhood Development training

Provision

Learnerships

178 of 749 learners are registered on learnerships in the Western Cape with 147 registered for the B Ed, and 31 for the PGCE (March 2004). The accumulated national total for learnerships is 1822 of which 233 is in the Western Cape (Dec 2003). The breakdown of programmes is shown in the table below for the combined period i.e. up to March 2004.

Table: Breakdown of Learnerships as at March 2004 (national)

Constituency	Learnership title	Duration	No learners
ABET	Level 4 practitioner	1 year	200
	Level 5	2 years	435
Schooling	Level 5 NPDE	2 years	300
	Level 6 PGCE	1 year	369
	Level 6 B Ed	4 years	855
ECD	Level 4	2 years	180
	Level 5	2 years	80
Private providers	Level 5 OD ETD	1 year	152
Total			2571

Sakhisizwe Project (NSF funded): 185 of 2185 learners are in the Western Cape (3rd highest after the Eastern Cape and KZN) and the learner profile is as follows (national): 95% African, 5% Coloured, 90% female and 10% male.

Providers

Eighty-five organisations in the Western Cape submitted annual training reports to the ETDP SETA for the period 2002 – 2003. The reports indicated the following:

Table: Issues from the Training Implementation Reports

%	Issues
68.2%	No problems experienced in finding service providers for training programmes
7.1%	Had problems in finding service providers
25.9%	Only problem was to find accredited service providers
36,5%	Did not experience any problems with finding accredited providers
32.9%	Other organisational issues hampered the implementation of training
42.4%	Did not indicate any problems with implementation of training
20%	Hinted at financial constraints as having a negative impact on planned training
52.9%	Experienced financial constraints

Expenditure & Grant Structure

ETDP offers grants for the following skills programmes:

- **Assessor and Moderator Training:** The ceiling for training is set at R3 000 for both Moderators and Assessors with the potential of training approximately 400 assessors.
- **Quality Management System Development:** ETD SMMEs who offer training and who require support for acquiring accreditation from the SETA. The cost ceiling for the support is set at R3 000 with the potential of accrediting approximately 300 providers.

- **Information Technology Training:** ETD SMMEs who want to advance their computer skills can apply for this grant. The cost ceiling is R5 000 for both basic and advanced IT training, with the potential to train approximately 1000 people.
- **Management and Leadership Training:** ETD SMMEs can apply for the following areas: Financial management; Leadership programme; Entrepreneurship; Project management. The cost ceiling is R5 000 with the potential to train approximately 200 people.
- **Skills Development Facilitator and Skills Development Committee Training:** Registered and newly appointed SDFs and Skills Development Training Committees (SDCs) can apply for this support to ensure effective and efficient skills development implementation. The cost ceiling is R5 000 with the potential to train 1000 people. (*ETDP SETA website*)

No information on learnership grants was available.

Challenges and Constraints

Organisations experience problems in finding accredited providers who offer courses such as health, computer skills, assessor and moderator courses.

Work responsibilities do not always allow time - off for training. There has been a high drop out rate particularly in the Information Technology and literacy courses due to work commitments. Often employees are not keen to attend classes after work, and the older employees in particular do not see a need for further training. Staff members, who are engaging in further studies and other responsibilities, can lead to a clash of interests.

NGOs and CBOs in particular are not always able to afford training.

Some of the providers are apathetic and find the accreditation process too complex to understand.

The Western Cape Education Department has not effectively implemented its workplace skills plan.

Very few of the organisations that participate in skills development understand learnerships, accreditation and grants.

Financial and Accounting Services SETA (FASSET)

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National and Provincial Sector Profile

FASSET, the SETA responsible for Finance, Accounting Management Consulting and other Financial Services, has 7 214 levy paying organisations that have 9 293 operational units across the country and that employ approximately 106 000 people. The organisations are situated mainly in Gauteng (39% operational units and 54% of employees), the Western Cape (19% of operational units and 17% of employees), and Kwa-Zulu Natal (14% of operational units and 10% of employees). (*FASSET, Draft SSP 2005 – 2009*).

The services offered by organisations in this sector are mainly specialised and professional in nature and the sector employs professional, technicians and associated professionals. Clerical and administrative workers also form part of the sector.

SMMEs form 97% of FASSET's member companies. Two percent of the companies employ between 50 and 149 workers and only 1% employs more than 150 workers. (*FASSET, Draft SSP 2005 – 2009*).

FASSET covers 7 sub-sectors, namely,

- Investment Entities and Trusts and Company Secretary Services
- Stock broking and Financial Markets
- Development Organisations
- Accounting, Bookkeeping, Auditing and Tax Services
- Activities Auxiliary to Financial Intermediation
- Business and Management Consulting Services
- SARS and Government Departments

FASSET is based in Gauteng and does not have any offices in other provinces.

Skills Planning & Priorities in the Western Cape

FASSET sets national training priorities, and does not have separate priorities for the provinces. Its national priorities are:

- Ensuring an efficient number of new entrants to the labour market
- Addressing skills gaps
- Promoting career progression
- Increasing the number of disabled people in the sector
- Overcoming institutional problems that limit supply of skills to the sector
(*FASSET Draft SSP 2005 – 2009*)

FASSET's strategic objectives are:

- Increasing new entrants in the sector
- Developing and maintaining the skills base of the existing workforce
- Training of youth not previously employed

- Support for enterprise development and job creation
- Monitoring trends and impact
(*FASSET Draft SSP 2005 – 2009*)

Skills shortages in this sector are primarily in the professional and associated professional, and technician occupations where highly specialised skills are required. There is a shortage of,

- Chartered Accountants
- Accountants
- Accounting technicians
- Financial analysts
- General Business Consultants
- Specialist financial skills
- Basic computer skills
- Marketing and Customer Care
- Management and Leadership

FASSET has a SMME strategy that involves independent organisations playing the role of Skills Advisors to assist the SMMEs with WSPs and to keep them informed of developments within FASSET. The SETA also organises free Continuous Professional Education Programmes for the SMMEs (more below).

Provision

Learnerships

FASSET currently has a total of 11 000 learners on learnerships. No figures are available for the Western Cape. The qualifications in this sector range from Levels 3 to 8 with learnerships registered at each level.

FASSET plans to track the progress of learners once they have completed their learnerships. The tracking system is not yet in place.

Projects

Initially FASSET adopted a demand led approach to projects by including a Project Submission Guideline on its website. Members of the public could forward proposals to the SETA. The proposals would then be evaluated against set criteria and selected accordingly. Projects are now identified according to the results of this strategic analysis of the sector.

FASSET has identified two key strategic projects that are running in the Western Cape. The one focuses on workplace readiness and the other on upgrading the Mathematics and Physical Science of matriculants. The projects are described below.

Moors Rowland Project: This is a workplace readiness programme that assists undergraduates with their studies for the South African Institute of Chartered Accountants. The target group is trainee accountants on a five-year learnership contract. The students serve their articles with accounting firms and study at tertiary institutions. The profile of learners is: 18 – 25 years; 7 males and 13 females; 15 black and 5 white learners.

Schiamatus: This is a Science and Mathematics Second Chance Programme held at the University of Stellenbosch to provide learners with a post matric programme that focuses on Higher Grade Mathematics and Physical Science. The project is aimed at learners from townships and rural areas. There are a total of 28 learners, 15 male and 13 female.

Continuous Professional Education Programmes: FASSET hosts Continuous Professional Education workshops throughout the year. The workshops occur nationally and are aimed at assisting and updating employers with current developments and topical issues in the Financial Sector.

Skills Development Facilitators (SDFs): FASSET organises quarterly networking events for SDFs in Gauteng, KZN, Western Cape and Eastern Cape. The event consists of a three and a half hour lecture that assists SDFs in their specific roles and responsibilities in organisations.

The Institute of Public Finance and Auditing was given funds by FASSET to develop and pilot the Public Sector Accounting Learnership. There are currently 20 learners in the Provincial Treasury of the Western Cape on a NQF Level 4 Certificate in Public Sector Accounting. When the learners have completed the Level 4 certificate, they will be placed on the Level 5 Diploma in Public Sector Accounting.

Expenditure & Grant Structure

FASSET offers a R25 000 grant per SMME for registering a previously disadvantaged learner on a FASSET learnership and integrating previously disadvantaged learners into the sector.

Employers can claim back a strategic cash grant, 10% of the skills development levy for Year 4 (2003/4) if they have signed learners onto learnership agreements.

Challenges and Constraints

Employers were concerned about learning taking place during work time for learners who are on special projects. Classes are now held on Saturdays.

Recruitment and selection of learners is complex in terms of which recruitment tools to use.

Employers have not always succeeded in reaching their equity targets.

Food and Beverages Manufacturing Industry Sector Education and Training Authority (FOODBEV)

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National and Provincial Sector Profile

Within the FOODBEV sector, 85% of the companies are SMMEs. FOODBEV has five chambers, namely,

- Baking, Cereals, Confectionary & Snacks
- Beverages
- Dairy
- Food Preparation
- Processed & Preserved Meat, Fish, Fruit and Vegetables

FOODBEV was unable to provide a list of top ten employers in the province as this information is viewed as confidential.

Skills Planning & Priorities in the Western Cape

The FOODBEV SETA develops national priorities and not provincial priorities. The SETA is currently reviewing its Sector Skills Plan but it will not include a provincial breakdown.

FOODBEV gives support to SMMEs by providing Skills Development Facilitator services. The SETA is currently conducting a skills development needs analysis of the SMMEs.

FOODBEV does not have any regional structures in the Western Cape. The SETA has links with the following organisations in the Western Cape:

- Contractual arrangements with FET Colleges for the implementation of learnerships;
- It funds sector projects in communities;
- It has begun to develop links with a Cape Wine and Brandy Company;
- It has links with Isivuno, an ESDLE involved with a Wine Processing Learnership.

Provision

Learnerships

FOODBEV has exceeded its national target of 1200 learners set at the (national) Growth & Development Summit. No figures are available for the Western Cape.

FOODBEV's national targets for 2004 are listed in the table below. No figures were available for the Western Cape.

- ABET 3000 learners
- Employed 2 000
- Unemployed 2 400
- Apprentices 50

FOODBEV has found that there are improvements in productivity of learners who participate in the learnership process. The SETA's first group of learners is due to complete their learning programmes in August 2004.

Skills Programmes & non-accredited training

FOODBEV has 950 learners on registered skills programmes. The training focuses primarily on the dairy, baking and food processing industries. No figures are available for the Western Cape.

Projects

FOODBEV is currently running two SMME projects for unemployed youth in the Western Cape:

SASKO SALLY is a community project located in Paarl. The aim of the project is to train 100 primarily unemployed women in baking skills in a programme based on the *Introduction to Bakery and Baking for Entrepreneurs* learnership. The project spans three months - two months of theory and assessment and one month of workplace training. The project has a current intake of 30 learners.

Snowflake Bake for Profit is a project aimed to assist 300 women in starting their own small baking business. The training includes both baking and entrepreneurial skills. The learners undergo a skills programme that is based on the *Craft Bread and Flour Confectionary Level 2* Learnership.

Providers

Providers play a mentoring and coaching role in the workplace. They also take responsibility for assessments and internal moderation. They in essence provide a turnkey service to employers: theory as well as workplace training and assessment.

Expenditure & Grant Structure

18 (1) learners	R 50 per NQF credit plus R 4 000 (minimum of R 10 000 per learner; increases as credit value of qualification increases)
18 (2) learners	R 50 per NQF credit plus R4 000 (minimum of R 10 000 per learner; increases as credit value of qualification increases); plus R 9 600 for learner allowance
Skills Programmes	R 50 per NQF credit

The learnership budget allocation is R31, 5 million for 2004/05.

Challenges & Constraints

SMMEs have limited capacity and time to participate in skills development processes.

The SETA has an insufficient network of external providers. Some of the problems identified with providers are project management and availability of internal moderators. The SETA is implementing capacity building programmes to try and address these issues.

Forest Industries Education and Training Authority (FIETA)

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National and Provincial Sector Profile

FIETA's major stakeholder is the South African forestry industry, which is perceived as a world leader in sustainable managed plantation forests. SMMEs within this sector contribute approximately 42% to the GDP in South Africa and many of them have helped to create jobs, particularly in the rural areas. FIETA's SMME strategy helps to both develop and create SMMEs. (*FIETA website*)

FIETA has four chambers:

- Wood Products
- Pulp & Paper
- Forestry
- Furniture

FIETA is located in Johannesburg and does not have an office in the Western Cape.

Skills Planning & Priorities in the Western Cape

The forestry and woodworking industries face the challenge of assisting with the development of relevant skills required for the beneficiation of trees and wood products. Approximately 78% of the forestry industry workforce is either semi- or unskilled. There are also critical shortages of skilled workers, technicians and professional managers in the industry. (*FIETA website*)

FIETA does not have a provincial skills development plan for the Western Cape. Skills development occurs in FIETA's Wood Products, Forestry and Furniture chambers in the Western Cape. FIETA's target groups are both employed and unemployed learners.

Partnerships: FIETA has contracted the National Manufacturing Advisory Centre (NAMAC) to facilitate the delivery of Business Development Services to SMEs in the manufacturing sector for one year only while the NSF funds the Shintsha Furniture Project. The lifecycle of the project ends December 2004, and they will only work with organisations that have 24 or fewer employees. Manufacturing Advisory Centers (MACs) only work with SMEs who are registered and semi-established businesses.

FIETA runs information workshops for the Furniture Bargaining Council's employers in Cape Town and George.

Provision

Learnerships

Learnerships are offered from Levels 1 to 4 in Cabinet Making, Upholstery, Wood Machining and Wood Finishing. Learnerships are also offered in Lumber Milling from Levels 1 to 4 in Saw Doctoring, Lumber Drying, Wet Lumber Processing and Dry Lumber Processing. In the Western Cape, the lumber milling, forestry and furniture chambers offer learnerships through accredited training providers.

Skills Programmes & non – accredited training

FIETA promotes learnerships rather than skills programmes but recognises the need for skills programmes, and companies who want to train against specific unit standards are able to register their skills programmes with FIETA.

Projects

Furntech (Furniture Technology Centre Trust) offers Business Technology Incubation services to the industry. The organisation was established by the Department of Trade and Industry in 2000 and has centers in Cape Town and George in the Western Cape and also in the Eastern Cape and KwaZulu-Natal.

Its core functions are the provision of accredited and relevant training to both employed and unemployed learners and the development of SMEs through its Business Technology Incubation services. Furntech offers incubation facilities where entrepreneurs are able to start up businesses in a protected business environment. Potential incubatees have to have a business plan and be a legal business entity to use the incubation facilities. Furntech links the incubatees to accredited business skills providers, and a range of other service providers. It also offers a production mentoring and training role in this process.

Shintsha Project: This is a NSF FIETA funded Furniture Project. The project aims to deliver high quality training through learnerships, skills programmes and short courses to unemployed learners and employees in SMEs. Learners receive training in manufacturing space-saving furniture, and assistance with starting their own small manufacturing furniture business.

Furntech has 36 learners in the Western Cape on the Shintsha Project, 18 at its George campus and 18 at its Cape Town campus. It offers 15-week skills programmes in Wood Machining, Cabinet Making and Wood Finishing. The training culminates in a national certificate for those learners who are found competent. The practical experience is gained in the workplace, which takes place at either an employer or at a Furntech incubator.

Apprenticeships

FIETA has phased out apprenticeships and is in the process of converting the remaining apprenticeships into learnerships. No figures are available for the Western Cape.

Providers

Furntech is the only accredited training provider in the Western Cape to offer the full range of qualifications for the furniture industry. During the period 1 April 2003 to 31 March 2004, it delivered skills training to 125 unemployed learners and 335 employed learners. It assisted 60% of its unemployed learners to find employment.

The College of Cape Town offers learnerships in Upholstery. No details on these learnerships were available.

Both these providers operate in Cape Town & George.

FIETA has accredited 24 furniture skills training providers nationwide and local furniture manufacturers provide workplace-based training.

FIETA runs workshops on learnership implementation and training provision workshops for a provider association and the providers in turn run workshops for employers. FIETA funds assessor training, skills development facilitation training, and coaching and mentor training.

FIETA is in the process of setting up a provider capacity building programme to start in June 2005.

Expenditure & Grant Structures

FIETA has a wide range of grants available to the industry.

Learnership grants are as following:

- Employed learners – R22 000
- Unemployed learners – R22 000 (plus R120 per week for the duration of the learnerships)

Skills programme and other grants:

- Employers can apply to FIETA for grants for training in sector priority skills such as furniture design and HIV/Aids training.

FIETA also offers incentives to training providers. Providers can receive Discretionary Grants of up to R4800 from FIETA for the service of signing learnership agreements and the training aspects of learnerships.

Challenges and Constraints

One of the biggest problems that FIETA is faced with is the low educational level of employees at all levels of the industry, including supervisory and management levels.

All employers participating in learnerships are required to identify in-house assessors, coaches and mentors who need to be qualified in these fields. This is an ongoing, albeit slow process. Training providers are assisting FIETA to address this issue

Health and Welfare Sector Education and Training Authority (HWSETA)

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National and Provincial Sector Profile

The HWSETA has a total of 20 472 registered organisations of which 12 000 are levy payers. It has three sub-sectors,

- Budget i.e. government departments
- Exempt from levy, for example, doctors in charitable organisations, community services, hospices, and NGOs
- Levy paying i.e. private enterprises

Not all the stakeholders such as the NGOs and SMMEs in the sector have been identified. Approximately 92% of the levy paying organisations could be described as SMMEs due to their small levy contributions. The SETA has several levy-exempt employers from the welfare/social service sector. (*HWSETA, Business Plan 1 April – 31 March 2004*)

The top 10 employers in the Western Cape were not provided by the HWSETA.

Skills Planning & Priorities in the Western Cape

HWSETA plans on a national basis and does not have specific priorities for the provinces. The HWSETA has set national education and training priorities. They are:

- More concentrated training interventions in all provinces, specifically the poorer and predominantly rural provinces;
- Training of the sector's auxiliary and ancillary staff;
- Identification of skills needs in NGO/Levy-exempt and SMME sectors with a view to facilitate training for these sectors.
- Development of learnerships for people in the sector without any formal education and training qualifications.

With regard to employment and skills needs, the HWSETA plans to:

- Facilitate training on training priorities identified in the SSP (2001-2005.)
- Develop Level 1 to Level 4 qualifications and learnerships;
- Organise education and training interventions for mid-level health and social service workers;
- Use discretionary grants for skills development in HIV/AIDS, home-based care, community based care, and the target groups would be both employed and unemployed people;
- Facilitate education and training in the NGO and volunteer sector through the NSF and discretionary grants;
- Facilitate skills development for workers in social development field.

The scarce skills identified for the sector are as follows:

- Nursing practitioners;
- Pharmacy practitioners;
- Clinical practitioners and therapists;
- ABET;
- Social development practitioners.

The broad scarce skills categories identified can be further disaggregated into more clearly defined scarce skill needs. Nursing practitioners for instance include:

- Registered Nurse, Enrolled Nurse, Enrolled Nurse Assistant, as well as Clinical Nurse Specialist Practitioner.

Similarly, Clinical Practitioners / Therapists include:

- Occupational Therapists, Nutritionists, Physiotherapists, Clinical Technicians and Technologists, etc.

The HWSETA is soon to put out an Expression of Interest in the national media calling for employers to take on both employed and unemployed learners for learnerships. The HWSETA budgeted an amount of approximately R120 million for the implementation of these learnerships.

Partnerships: The HWSETA has appointed Skills Development Technical Advisors to service its stakeholders nationally and are based at the SETA's head office. One Skills Development Technical Advisor is allocated to each of the 9 provinces in the country and he/she conducts workshops on an ongoing basis. In addition, Skills Development Facilitators have been trained by and contracted to the HWSETA. Their role is to assist SMMEs to develop WSPs. Sixty-two SDFs have been trained in the Western Cape.

HWSETA has contracted Provider Support Practitioners, Site Audit Practitioners, Programme Evaluators and verifiers located in the provinces to improve the accessibility and pace of service delivery. Four people were trained as Provider Support Practitioners and Site Audit Practitioners and three were trained as verifiers in Western Cape.

The HWSETA has signed Memorandum of Agreements with 70% of the SETAs and most of the Professional Councils within the sector to facilitate the uptake of learning programmes that fall both within and outside the scope of the SETA.

Provision

Learnerships

HWSETA currently has 5947 learners on learnerships. The titles and levels of the learnerships are:

- Certificate in General Nursing (Auxiliary) Level 4
- Certificate in General Nursing (Enrolled) Level 4
- Diploma in General Nursing (Bridging) Level 5
- Post Basic Diploma in Medical/Surgical nursing Level 6
- Certificate Pharmacist Assistant Basic Level 3
- Post Basic Pharmacist Assistant Level 4
- FET Certificate in Social Auxiliary Work Level 4
- GETC Ancillary Health Care Level 1
- Diagnostic Radiography Level 6

The profile of learners on learnership in the Western Cape is shown in the table below.

Table: Profile of Learners on Learnerships in the Western Cape

LEARNERSHIPS	NQF Level	Gender	Race				TOTALS
			African	Coloured	Indian	White	
General Nursing (Auxiliary)	4	M	2	16		1	19
		F	37	138	1	48	224
Ancillary Health Care	1	M	2				2
		F	18	2			20
General Nursing (Bridging)	5	M	1	7		1	9
		F	9	131	2	56	198
General Nursing (Enrolled)	4	M		7		2	9
		F	14	155	1	49	219
Medical/Surgical Nursing (Critical Care)	6	M					0
		F				11	11
Diagnostic Radiography	6	M					0
		F		2			2
Pharmacist Assistant: Basic	3	M	1	19		3	23
		F	14	39	1	25	79
Medical/Surgical Nursing (Operating Theatre)	6	M				1	1
		F		1		2	3
Medical/ Surgical Nursing	6	M					0
		F		2		1	3
Pharmacist Assistant: Post Basic	4	M	6	11		1	18
		F	5	29		8	42
TOTALS			109	408	5	209	882

The HWSETA does not have any apprenticeships in its sector.

The SETA is funding SGBs for the qualifications listed in the tables below.

Project One

QUALIFICATIONS	NQF LEVEL	HWSETA DESIGNATION
GETC: Ancillary Health Care	1	Community Care Worker
National Certificate: Ancillary Health Care	2	Community Care / Development Worker
National Certificate: Ancillary Health Care	3	Community Care / Development Worker
FETC: Ancillary Health Care	4	Community Care / Development Worker
FETC: Social Auxiliary Work	4	Social Auxiliary Worker
FETC: Child and Youth Care Work	4	Child and Youth Care Worker
GETC: Early Childhood Development	1	Early Childhood Care Worker
National Certificate: Community Dev	4	Community Care / Development Worker

Project Two

QUALIFICATIONS	NQF LEVEL	HWSETA DESIGNATION
Certificate in Assistant Nursing	3	Enrolled Nursing Assistant, Psychiatric Support (Mental Health) Worker
National Certificate: Community Development	4	Community Development Worker
FETC: Probation Work Assistance	4	Assistant Probation Worker
National Diploma: Probation Practice Assistance	5	Probationer Officer's Assistant
B Degree: Probation Practice	7	Probation Officer
B Social Work	7	Social Worker

FETC: Veterinary Assistance	4	Veterinary Assistant
National Certificate: Conservation: Species Care in Controlled Environments	2	Animal Care Worker
FETC: Captive Animal Management	4	Animal Care Assistant
National Certificate: Emergency Care	3	Emergency Care Assistant
Qualification in Traditional Health	not yet decided	To be designated when SGB is established

Project Three: The following qualifications are to be finalised after negotiation with the Health Professions Council of SA

QUALIFICATIONS	NQF LEVEL	HWSETA DESIGNATION
B Physiotherapy	7	Physiotherapist
B Speech Therapy	7	Speech Therapist
B Occupational Therapy	7	Occupational Therapist
B Nutrition	7	Nutritionist
National Diploma: Medical Assistance	6	Medical Assistant
Optometry Laboratory Technique	6	Optometry Laboratory Technician
FETC: Ambulance Assistance	4	Emergency Assistance

Skills Programmes & Non- accredited training

HWSETA is in the process of identifying skills programmes for the sector.

In the health and welfare sector, structured learning programmes were offered in the following areas: HIV/AIDS, Occupational health and safety, Computer literacy and IT skills, Service delivery/customer care, ABET, Sign Language Training, Skills Development Training, Company specific training (31/03/04).

By 31st March 2004, 85 278 workers below NQF level 1 had participated on structured learning programmes. No details were available for the Western Cape.

Projects

HWSETA has several national projects. No information was available regarding the implementation of these projects in the Western Cape. The projects are:

- ABET
- Investors in People
- Promotion of learnerships for persons with disabilities
- Expanded Public Works Programmes
- Recognition of Prior Learning (RPL)
- Venture Creation (still in the planning phase)

Providers

HWSETA has assisted in developing the capacity of 30 service providers to help them participate more productively in the accreditation process, and it has organised the training of assessors and moderators. No details are available for the Western Cape.

Expenditure & Grant Structure

- 18.1 learners - R 5000.00 per learner.
- 18.2 learners - R 12 500.00 per learner.
- Persons with disabilities - R 20 000.00 per learner.

Total grants paid out for 2003/ 04 R 71 706 million.

Challenges & Constraints

HWSETA has had difficulty in identifying NGOs and SMMEs in the sector and has subsequently conducted research to try and identify these stakeholders.

A large number of the HWSETA's stakeholders are exempt from paying levies with the result that the SETA has had budgetary constraints. In addition, the payment of 10% of the 1% by Government departments for the SETA's administrative costs does not happen timeously. It has also to wait at least three months before receiving its proportion of the levies from the SARS and this has prevented it from efficiently processing the mandatory grants.

In the public sector, any funds that are awarded have to go into the provincial treasury and not directly to a specific hospital. Provincial hospitals are therefore not always able to participate in the Discretionary Grant Projects offered by the SETA as they have to participate as part of the province and not as a separate entity.

Providers find the accreditation cumbersome and slow. In addition, the HWSETA has to incur the cost of training assessors and moderators because the providers cannot afford to do so.

Approval of learning programmes that fall outside the scope of the SETA by other ETQA's is a protracted and inefficient process.

HWSETA has insufficient financial and human resources to provide adequate services to their constituent providers nationwide in terms of accreditation, monitoring and evaluation.

HWSETA is not in a position to set up provincial offices and this situation affects the accessibility of services in the provinces.

HWSETA has experienced difficulty in the development and registration of some of its learnerships due to the SAQA processes.

Information Systems (IT) Electronics, Telecommunications Technologies, SETA (ISETT)

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National and Provincial Sector Profile

The ISETT SETA comprises of three sub-sectors: IT, Electronics and Telecommunications. Within the ISETT sector, about 80% of the organisations employ fewer than 5 employees and 88% fewer than 10 employees. Of the 6374 organisations in this sector, about 3% are black owned. Almost 90% of all ICT companies are based in Gauteng (62.8%), the Western Cape (16.1%) and KZN (10.3%) (*ISETT SETA Sector Skills Plan 2002/3*).

ISETT was not in a position to disclose the names of the top 10 employers in the Western Cape as this is viewed as confidential information.

ISETT is in the process of “cleaning up” their database as they have found the information on companies from SARS to be unreliable, and it was therefore unable to provide much information on organisations in the Western Cape. ISETT has approximately 1200 companies in the Western Cape, the majority of which are SMMEs. The large companies are retrenching staff but ISETT sees the SMME sector as having potential for job growth.

ISETT has a regional office in the Western Cape with 3 staff members. The Western Cape office has been existence since 2001, but only started operating as a fully functional office last year. The other regional offices are in Gauteng, KZN and the Eastern Cape.

Skills Planning & Priorities in the Western Cape

In reviewing its SSP for the period 2005 – 2009, ISETT has commissioned a national research project that includes a provincial analysis. Below are some of the scarce skills that have been identified for the sector.

- IT software
 - IT services
 - IT hardware
 - Telecommunications hardware
 - Telecommunications services
- (ICT Skills Audit)*

ISETT has not identified specific priorities for the Western Cape, but plans to develop a provincial plan for the Western Cape in the future.

SMMEs: ISETT is in the process of developing a SMME strategy. The SETA is currently exploring the possibility of a project where large companies are given the incentives to work with smaller companies to help SMMEs participate more fully in skills development processes. The ICT Charter encourages this type of relationship to exist amongst businesses.

Partnerships: ISETT SETA has an information sharing relationship with the Cape IT Initiative (CITI). It participates in the Learning Cape Festival. It has working relationships with the MERSETA, LGWSETA, MAPPP, CETA, THETA, and Services SETA.

Provision

Learnerships

ISETT's national target is to have 3 500 learners graduated by the March 2005. The SETA currently has approximately 3700 learners on learnerships that should be completed over the next 6 months. Five of the learnerships selected cover the critical skills shortages in the ITC sector and they include IT skills such as technical support, systems support, systems development and systems programming. Two of the learnerships cover the area of telecommunications.

In the Western Cape, unemployed learners are on the *National Certificate Technical Support Level 4* the *National Certificate Systems Development Level 4* and the *Systems Support level 5* learnerships and the profile of the learners is as follows,

- Male learners 197
- Female learners 108
- Disabled learners 5

ISETT has currently approved proposals for employed learners to be placed on learnerships in the Western Cape. No target figures were available.

The SETA offers free assessor training and has trained 20 assessors and 20 moderators in the Western Cape. The SETA plans to study the impact of learnerships on learners.

Skills programmes & non-accredited training

Unemployed learners are usually placed on learnerships and the employed learners do either learnerships or skills programmes in the technical areas.

In 2003, 60 unemployed learners were placed on an IT engineering skills programme and they are currently on a 6-month internship project.

Projects

SMME Development Project: ISETT has developed an SMME Development Project to assist SMMEs with basic business management skills. The project is aimed at encouraging established ICT role players to participate in the training of levy-paying SMMEs. The project also helps SMMEs to engage with government structures, tender for work and network.

Large companies receive an incentive for participating on the SMME Development Project and are assisted with identifying the critical skills gaps amongst the SMMEs they use as suppliers or sub-contractors. The project ended in May this year in the Western Cape.

BSc Graduate Placement: ISETT in conjunction with the Department of Communications and the Institute of Space and Satellite Applications has embarked on a project that aims to make BSc Computer Science graduates more employable. Thirty learners are doing internships at 7 different companies in the Western Cape.

Providers

ISETT uses both public and private providers. No problems with providers were identified.

Expenditure & Grant Structure

No SMME budget allocation is available.

ISETT does not offer incentives for skills programmes.

Grants for *unemployed* learners on learnerships including the allowance are:

- R26 760 (Level 4)
- R33 480 (Level 5)

Grants for *employed* learners for the duration of the training is paid as follows:

- R25 000 per employed learner,
 - 30% on registration
 - 20% on submission of 1st quarterly report
 - 20% on submission of 2nd quarterly report
 - 30% on completion

Challenges & Constraints

One of the many challenges facing ISETT is the availability of workplaces for the workplace component of the training as many of the employers are both “hesitant and sceptical” so the SETA struggles to find workplaces.

Inadequate information on ICT initiatives for ISETT to link to.

Inadequate support from well established enterprises to partner with SMMEs.

Lack of experience, expertise and capacity of some SMMEs

INSURANCE SECTOR EDUCATION AND TRAINING AUTHORITY (INSETA)

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National and Provincial Sector Profile

The INSETA has 6 000 registered companies, and 80% of the SETA's levy payers are SMMEs. Ninety percent of the SETA's income is from its large companies that make up 20% of the INSETA's stakeholders. The insurance sector employs approximately 100 000 people.

As a result of technological, market and legislative changes, the sector is undergoing rapid change. The majority of people in the insurance sector are in skilled and highly skilled occupations. The insurance industry is experiencing rationalisation and employees are becoming more multi-skilled.

The INSETA covers the following industry sub-sectors:

- Unit Trusts
- Risk Management
- Insurance and Pension Funding
- Life Insurance
- Pension Funding
- Healthcare Benefits
- Short-term Insurance
- Funeral Insurance
- Reinsurance
- Financial Intermediation

The majority of the INSETA's stakeholders are in the Western Cape. The three biggest Life Insurance Companies are located in Cape Town. The top employers in the Western Cape are:

Head Offices in the Western Cape: <ul style="list-style-type: none"> • Old Mutual • Sanlam • Santam • Metropolitan Health • Metropolitan Life 	Regional branches in the Western Cape: <ul style="list-style-type: none"> • Momentum • Sage • Discovery
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The INSETA has appointed two Regional Advisers in the Western Cape to assist and guide SMMEs, and drive the INSETA functions in the region. The SETA organises regional forums and workshops with stakeholders to get feedback on their needs and challenges in the province.

Skills Planning & Priorities in the Western Cape

INSETA commissioned a research organisation to investigate the business imperatives and the challenges of the sector and how these impact on skills development. This information, together with the Financial Sector Charter, will inform the SSP for the period 2005 – 2009.

In addition, the SETA is currently engaging with provincial government Departments to source their needs in relation to specific economic growth and skills development strategies. In this way the SETA will address issues from the provinces. INSETA does not have a provincial skills development plan for the Western Cape.

The INSETA has a Skills Development Sub-Committee and a SMME Sub-Committee consisting of stakeholders from the different sub-sectors, both of which are sub-committees of the INSETA's Executive Committee. These committees are responsible for monitoring the performance of INSETA's divisions against the Business Plan and the NSDS. The Skills Development Sub-Committee is based in the Western Cape.

The **SMME** sub-committee has adopted an SMME strategy that involves the simplification of new reporting templates, as well as additional support to SMMEs from the Regional Advisers.

Partnerships: In the insurance sector, a delivery model exists where the brokers are the SMMEs. The SMMEs sell services and products developed by larger companies, and are accredited by the larger companies before doing so. Some of the larger companies help the brokers attain credits, as the Financial Advisors & Intermediaries Services (FAIS) Act requires the brokers to gain credits over a three-year period, in an attempt to professionalise the industry.

INSETA has links with the Life Offices Association and the South African Insurance Association. They are the SETA's strategic partners in terms of policy and strategy and implementation of legislation.

INSETA raises stakeholder awareness through quarterly Regional Forum meetings in the KZN, Western Cape and Gauteng provinces where the majority of its stakeholders are located.

INSETA also organises capacity workshops for Skills Development Facilitators in the regions.

Provision

Learnerships

Currently, there are 177 learners in learnerships in the province. The SETA is also embarking on a recruitment drive targeting 2000 unemployed youth with more than 100 learners planned the province.

INSETA plans to implement a system to track the progress of their learners once qualified.

Skills programmes & non-accredited training

The larger companies do extensive in-house training that includes product specific, leadership, and customer services training. The number of learners undergoing in-house training programmes in the Western Cape was not available.

Projects

INSETA has developed a Sector Learning Strategy that involves the delivery of industry customised programmes. The entire range of components of the Learning Strategy is:

- Board Capacity Building Programme
- Executive Leadership Development Programme (ELDP) & Leadership Advanced Programme (LAP). INSETA has organised a national project with the UCT Graduate

School of Business that includes an ELDP and LAP Programme. Approximately 30 people are currently participating in the LAP programme in the Western Cape and 25 in the ELDP nationally.

- Insurance Employment Preparedness Programme (INSPRED advanced)
- Insurance Employment Preparedness Programme (INSPRED basic). The Insurance Employment Preparedness Project (INSPREP) involves companies taking on unemployed matriculants from disadvantaged communities onto learnerships. There are 50 learners in the Western Cape.
- Insurance Career Awareness Programme

Other projects include,

- INSETA plans to organise an advanced course for graduates at a higher level if they can get funding from the NSF. This will aim to create entrepreneurs within the sector.
- There are 7 companies in the Western Cape that are involved with the Investors in People Project.
- A Financial Sector Charter Learnership Project is about to start in the Western Cape. Registration of learners is still in process. No specific targets have been set for the Western Cape.
- Nine Western Cape companies have delegates participating in the Women in Insurance Leadership Programme that the SETA is running with GIBBS in Gauteng.
- Financial Advisors and Intermediaries Services Act (FAIS) Project. No information was available for the Western Cape.
- Mathematical Upliftment Project. No information was available for the Western Cape.

Providers

SETA uses both public and private providers. The public colleges tend to have the infrastructure but limited technical knowledge of the insurance industry. They need capacity with regards to materials development and facilitators.

Expenditure & Grant Structure

INSETA has allocated R4 million to SMME Support Projects and R1 million to develop a pool of mentors. SMME Support Project budget figures for the Western Cape were not available.

R41.5 million has been allocated to the Financial Sector Charter Learnerships for unemployed matriculants.

INSETA has developed 4 Learnership Grant Models. They are:

Standard Learnership Model Grant: INSETA pays an initial payment at the start of the learnership, another payment after 6 months, and the final grant payment on completion of the learnership. The table below illustrates the total amount for this learnership.

Currently employed learners	Lead Employer Grant in respect of recovery of training costs	R 9000
Currently employed disabled worker	Lead Employer Grant in respect of recovery of training costs	R 11 000
Unemployed learners	Learner allowance & Lead Employer Grant in respect of recovery of training costs	R 18 000
Unemployed Disabled Learners	Learner allowance & Lead Employer Grant in respect of recovery of training costs	R 22 000

Financial Charter Learnership Grant: The Financial Charter Learnership Grant payment is not paid upfront to the employer but over 4 stages. The table below illustrates the total amount for this learnership.

Unemployed, black matriculant/NQF Level 4	Learner allowance & Lead Employer Grant in respect of recovery of training costs	R 25 000
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Specific Targeted Learnership Model: This model allows INSETA to target specific Insurance sub-sectors where skills areas are identified for learnerships that fall outside the scope of the INSETA. The SETA will manage this model as a project with a separate budget based on the learnership funding available.

Cross-Sectoral Learnership Model: This model includes learnerships that insurance/investment stakeholders will have to access from other SETAs. INSETA pays an initial payment at the start of the learnership, another payment after 6 months and the final grant payment on completion of the learnership.

Currently employed learners	Lead Employer Grant in respect of recovery of training costs	R 9000
Currently employed disabled worker	Lead Employer Grant in respect of recovery of training costs	R 11 000
Unemployed learners	Learner allowance & Lead Employer Grant in respect of recovery of training costs	R 18 000
Unemployed Disabled Learners	Learner allowance & Lead Employer Grant in respect of recovery of training costs	R 22 000

Challenges & Constraints

SMMEs experience problems such as high training costs, lack of resources and training providers, and not being able to send people away for training because of business demands.

FET colleges are still adjusting themselves to the new education and training system so that they can offer learnerships.

Local Government, Water and Related Services Sector Education & Training Authority (LGWSETA)

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National and Provincial Sector Profile

The LGWSETA comprises of Municipalities, Water Boards, Irrigation Boards, Utilities and Private Companies, and has a chamber for the Water sector. The municipalities cover a wide range of skills areas that overlap with the scope of other SETAs. The LGWSETA's primary focus areas are Councillor Development, Local Economic Development, Public Safety (traffic officers and metro police), Water and Sanitation; Community Services (covers cleansing departments, parks and recreation, libraries), Municipal Finance and Administration; Electricity Reticulation, Primary Health (overlap with the health sector), and, Integrated Development (urban and regional) Planning.

LGWSETA Western Cape's major employers are the Unicity and the larger municipalities such as: BreedeVallei; Stellenbosch; Saldahna Bay; Overstrand; Boland district; Stellenbosch; Drakenstein; Mosselbay; Breerivier/Wynland; Knysna; and George. More than 60% of the municipal employees are in the Metro.

The sector is complex in that within the Unicity there are 14 divisions, with subdivisions within those divisions. The local government and water sector is in a state of flux, for example, the possibility exists that the Water Boards may become the responsibilities of municipalities. In addition, some of the bigger municipalities have begun to outsource some of their functions.

LGWSETA has provincial offices in the Western Cape, Pretoria (serving Mpumalanga, Limpopo and Northern Province), Bloemfontein (serving Northern Cape and the Free State), Durban (serving KZN), and East London (serving Eastern Cape). There are two staff members in the Western Cape office.

The profile of Western Cape Local Government employers is:

- 1 Metropolitan Council
 - 5 District Municipalities
 - 24 Local Municipalities
 - Overberg Water Board
 - A L Abbott and Associates, a small technical training company
- (Annual Report 1 April – 31 March 2003)*

Skills Planning & Priorities in the Western Cape

LGWSETA is in the process of refining its SSP for the period 2005 – 2009. The SETA has commissioned a series of strategic sub-sector studies to inform the review of the current SSP. The SETA does not have a specific skills development plan for the Western Cape.

LGWSETA's strategic priorities identified for the province include:

- Implementation of the Integrated Development Plans;
- Skills development in the area of municipal finance and administration, and training on the new Municipal Finance Management Act;
- Local Economic Development and the implementation of LED learnerships;
- Skills development for employees from the lower level structures of the municipalities;
- Monitoring role of municipalities in the Expanded Public Works Programme;
- Building the relationship between the new community development workers and the municipalities (concept of community development workers stems from a Presidential Lead Project to improve links between communities and municipalities);
- Devolving the national strategy of building capacity within the municipalities to the province.

Critical skills shortages have been identified and the list below is neither exhaustive nor exclusive to the Western Cape:

- Urban and rural development town planners
- Transportation planners and engineers
- Environmentalists
- Local government managers with expertise in managing public/private partnerships
- Local economic development specialists
- Facilitation skills
- Project and contract managers
- Healthcare professionals

Partnerships: The LGWSETA Western Cape's Regional Manager serves on a task team with the Provincial Government where discussions are taking place on the training of female managers and transformation managers. The group is discussing how this training will fit into a nationally recognised qualification. These managers would be employed within municipalities.

LGWSETA is represented on the PSDF. The Department of Labour has assisted the LGWSETA Western Cape with identifying unemployed people for the water learnerships in the Drakenstein area.

LGWSETA plans to encourage the larger municipalities to assist the smaller ones so that people do not have to travel long distance for training. LGWSETA is considering training assessors to assist the municipalities located in the rural areas.

The LGWSETA regional manager is the Deputy Chair of the Learning Cape Festival Steering Committee.

Provision

The SETA's focus with regard to skills development is on current employees, but it does have projects that include unemployed people. The ratio of employed learners to unemployed learners varies from project to project e.g. 80% - 20%, 90% - 10%, 50 % - 50% with employed learners always in the majority.

Learnerships

The LGWSETA has developed and registered learnerships in the following areas:

- Municipal Finance and Administration
- Water Environment and Waste Management
- Local Economic Development
- Electrical reticulation

The following learnerships are in the process of being registered or being developed:

- Emergency fire and rescue
- Public safety (traffic and metro police)
- Councillor development

The LGWSETA has not been able to develop all the learnerships it would like to offer and the training in the sector often takes the form of short courses.

Table: Learnerships in the Western Cape

Learnership Title	NQF Level	No learners	Location
Municipal Finance & Administration	Level 2	92 employed and 22 unemployed	Southern Cape
Water Sanitation	Level 2	50 30 (start July)	Drakenstein Cape Town
Local Economic Development	Level 4 (start July/Aug 2004)	10 30 25	Boland City of Cape Town Southern Cape
Electricity	Level 2	14 learners	Cape Town
Adult Basic Education	Levels 1	Initial target was 750 employed learners; 705 currently on programmes; planning to put on another 58 employed learners	Drakenstein; Boland D/M, Overstrand, Breedevallei, Cape Agulhas, Kannaland, Laingsburg, P Albert Matzikama, Kannaland Stellenbosch, Theewaterskloof, Saldanha Bay, Swartland, Eden D/M, Witzenberg, Overberg D/M, Oudtshoorn, Plettenberg Bay

LGWSETA plans to organise Water learnerships in the Overberg, Hermanus, and the Cape Agulhas areas.

The LGWSETA does not have a plan in place yet to track the progress of the learners.

Skills programmes & non-accredited training

The LGWSETA plans to train 50 people in the City of Cape Town in the skills areas listed below. The training would be in the form of skills programmes.

- Sanitation Health Promotion
- Sanitation Health Facilitation
- Sanitation Building Assistant
- Building
- Sanitation Quality Assessment
- Sanitation Entrepreneurship

Projects

Expanded Public Works Programmes relevant to the delivery of municipal services are to be monitored by the respective municipality.

Approximately 22 of the 32 **Skills Development Facilitator** received training. There has been some turnover of SDFs resulting in training becoming an ongoing process.

Project and Contract Management Training aimed at smaller municipalities facing financial constraints.

A **Presidential Project** is being planned that will involve the placement of unemployed youth on a Community Development Learnership to become Community Development Workers. (The learnership is currently being implemented in Gauteng, Limpopo, Eastern Cape with the possible roll out in the Western Cape later in the year.) The Community Development Workers will be appointed in wards and their main responsibility will be to play a conduit role by identifying communities' needs and informing the municipalities of these needs.

This project would involve partnerships with provincial government, Development Bank of South Africa, Department of Public Service and Administration, the Western Cape division of SALGA (South African Local Government Association), the Youth Commission and Umsobomvu. Umsobomvu would assist in identifying unemployed youth for the project. Once qualified, the Community Development Workers would become employees of provincial governments.

There is also a plan to train Community Development Managers who would monitor the work of the Community Development Workers. The municipalities would employ the managers. A Community Development Learnership would also be developed for the managers.

Last year a R4.5 million **councillor development programme** was launched in Johannesburg. It is funded by the LGWSETA and managed by SALGA. A SGB is currently being put together to develop two qualifications at NQF levels 4 and 5. The aim is to equip Councillors to become efficient managers in delivery to their constituencies. In the Western Cape 688, Councillors have been on the Project Viability (finance) training programme from Feb 2002 to Dec 2003.

Apprenticeships

Apprenticeships are still in operation within the Local Government and Water sector. LGWSETA neither administers nor quality assures apprenticeship training as the skills areas fall outside the scope of the SETA. No apprenticeship figures were available for the Western Cape.

Providers

LGWSETA uses in-house providers of Municipalities and Water Boards, public providers such as FET colleges, NGOs, CBO, and private providers. Many of the private providers however are not accredited so they tend to offer non-credit bearing short courses.

Providers need to work more closely with the LGWSETA to ensure that the workplace learning is implemented. The LGWSETA is encouraging providers to form partnerships with municipalities to assist this process.

Expenditure & Grant Structure

LGWSETA issues discretionary grants to municipalities that offer training such as apprenticeships, learnerships, cholera, HIV Aids, cultural diversity.

Municipalities do not get tax rebates because they use public funds. The SETA relies on NSF funds for grants for unemployed learners on learnerships.

A learnership grant per learner is R 15 000.

Challenges & Constraints

LGWSETA needs to improve its relationship with other important stakeholders such as the FET colleges, HE institutions, and provincial government departments.

LGWSETA has to secure additional funds from the NSF to implement learnerships.

The sharing of information amongst SETAs needs to happen more effectively. The SETAs that work in the same communities should be able to refer people to the appropriate SETA regarding their specific skills development requirements.

The accreditation process needs to be simplified.

There is a need for a more concerted effort to get 'buy-in' from employers in the training and development process. Councillors have busy schedules and thus cannot dedicate the required time to education and training. Skills development is not regarded as a priority. Employers are also concerned about people being away from the workplace – it is often the lower skilled staff that cannot be released from the workplace for training, yet they are expected to offer a good service to the public without acquiring relevant developmental opportunities. There is also a misconception about the role of an assessor in the workplace. Supervisors or trainers do not see being an assessor as part of their normal activities.

The amalgamation of municipalities has delayed the effective planning of training initiatives. Many of the municipalities have not yet completed their placement processes and this is not conducive to a learning environment. This has resulted in a dilemma whether to train people first or to place them first.

LWGSETA is not "rolling out" learnerships at the pace that they should be. This is partly due to the absence of qualifications in certain areas.

Concern has been expressed about training unemployed people without considering their job opportunities. The SETA needs to identify possible job opportunities for qualified unemployed learners.

Media, Advertising, Publishing, Printing and Packaging (MAPPP SETA)

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National and Provincial Sector Profile

The Media Advertising Publishing Packaging and Printing SETA has experienced a 16% growth in the small and micro sector. Of the 4723 levy paying companies, approximately 4455 employ less than 50 people. MAPPP-SETA has members in all nine provinces.

It is estimated that approximately 5000 people are freelance and seasonal workers in Arts, Culture and Music, Film and Electronic Media and, to a lesser extent, in Print Media and Publishing. Total employee numbers are +/- 98 600 in the sector.

There has been a steady decline of employment numbers in the formal sector since 2000. After 11 September 2001, advertising spending decreased and this resulted in a decrease in employment numbers. In addition, the merging of different technologies within Electronic and Print-Media has resulted in a high knowledge requirement in the sector and the rationalisation of functions and processes.

MAPPP has 7 chambers. They are:

- Publishing
- Printing
- Print Media
- Film & Electronic Media
- Packaging
- Advertising
- Arts and Culture

Since April this year, MAPPP has employed 4 Chamber Co-coordinators who are responsible for a cluster of sub-sectors. Their role is to assist with the identification of national sub-sector specific training needs and to keep the chamber stakeholders regularly informed of developments in the sub-sectors.

The top employers in the Western Cape are:

- Media 24
- Maskew Miller
- Die Burger
- Paarl Gravure
- Independent Newspapers
- Paarl Web
- CTP Ltd.
- Nampak Ltd.
- Lithotech
- Mondipak
- Reader's Digest
- Saatchi & Saatchi

Table: Company and employee profiles in the Western Cape

	Co	Employees	Co	Employees	Co	Employee	Totals	
	Small		Medium		Large			
Advertising	144	774	2	178	1	209	147	1161
Arts/Culture	316	992	0	0	0	0	316	992
Film/Elec	144	547	1	64	0	0	145	611
Packaging	97	819	9	820	5	1333	111	2972
Print Media	31	252	1	52	3	1146	35	1450
Printing	414	3258	31	2649	19	5511	464	11418
Publishing	108	700	10	825	4	1408	122	2933

(MAPPP-SETA Sector Demographics Feb 2004)

The MAPPP SETA is in the process of restructuring the entire organisation. There are currently three regional offices, one in Durban, Johannesburg and Cape Town. The Head Office of the SETA is located in Cape Town. The Western Cape office has approximately 22 staff members. MAPPP is in the process of developing a new Management Information System as a result not all the information required was available. The website is also being updated. MAPPP used to be the Printing Newspaper and Packaging Industries Training Board.

Skills Planning & Priorities in the Western Cape

MAPPP SETA plans for the sector on a national basis. There are currently no provincial plans in existence. The research that informs the SSP is a combination of literature research, surveys, targeted interviews and an analysis of WSPs to determine the baseline needs of the workplaces. The MAPPP SETA is in the process of developing its 2005–2009 SSP.

MAPPP views the creative industries as an important growth area and has embarked on a national project, Create SA, funded by the National Skills Fund, in partnership with the Department of Arts and Culture, the National Film and Video Foundation, and the Culture Department (Sweden) to promote skills development and employment creation in these industries. Create SA's challenge is to make sure that the creative industries are included in the national focus on skills development. These industries are for the most part underdeveloped and in need of special attention, additional training and structured development.

Create SA has introduced a comprehensive framework for on-the-job training in the creative industries sector that will promote the growth and competitiveness of the sector and specifically benefit:

- the unemployed, by providing access to work through training;
- existing freelance, contract or full-time workers, by upgrading their on-the-job skills and opening up opportunities for career development;
- employers, by ensuring that workers in the sector have skills that are relevant and in demand in the workplace; and
- customers and clients, by promoting the quality and quantity of creative products and services for domestic and export markets.

To this end, work-based and work-relevant training programmes are being developed and implemented over a three-year period. The sub-sectors within the creative industries that have been prioritised for development are:

- Craft and Design
- Heritage
- Music
- The Performing Arts
- Technical Production Services for Events

The guiding principles for project design and implementation will be to ensure that skills development in the sector is demand-driven, has a measurable impact and is defined through employment, work creation and quality products and services.

The objective is to establish a training framework and training programmes that learners, workers, employers, providers, professional associations, tertiary education institutions, NGOs, community organisations and government departments believe in and want to participate in because the framework and programmes have yielded tangible results and have been developed through their own combined effort.

Another major challenge for this sector is the Radio and Television sub-sector where there is extensive outsourcing to freelance people. Skilling of freelancers is a priority for the SETA.

Within the Packaging industries, the merging of large companies has led to rationalisation and job losses.

Important national priorities for the sector are:

- Improved communication and consultation both with stakeholders, and between the SETA and its structures. Stronger links between provincial and local structures need to be developed to improve governance.
- Scientific research in terms of the changes in merging technologies in the sector.
- Focus on the development of entrepreneurial and business skills is required for companies employing less than 50 employees. A strategy is required to get these companies involved in skills development.
- A skills development strategy is required for the growing group of freelancers.
- Investigation of compensation for skills programmes as this is the preferred intervention by SMEs and to resolve issues related to the formal recognition of short courses.
- Integrated plan for marketing, communications and advocacy is required.

Partnerships: The MAPPP SETA (Western Cape) has developed partnerships with the Learning Cape Festival, the Dept of Labour's PSDF, and the SAQA NQF Forum.

Provision

Learnerships

MAPPP is busy reviewing its assessment guides, qualifications and learning guides. It has set up special committees that will ensure that the content of the qualifications and learning guides are in line with new technological developments. MAPPP is also reviewing its quality assurance processes.

MAPPP has Monitoring Officers in all the provinces to keep track of the progress of learnerships. People in learnerships can approach Monitoring Officers if there are problems.

Table: Current learners on learnerships in the Western Cape

Target set at the GDS 2003 was 163 unemployed	61 unemployed learners 56 employed learners
Create SA Western Cape	641 unemployed
Total learners	758

Projects

Create SA: In the Western Cape, there are 6 sites in the start-up phase and 12 sites where learnerships and skills programmes are currently taking place.

Some of Create SA Western Cape's recent successes have been:

- Khudinda group of textile workers now manage their own small business;
- Learning Material is being translated into Xhosa at the Kraal Gallery (Pty) Ltd;
- Create SA/CCDI/Decorex 2003 Exhibition Management learners are still completing projects for the Cape Craft and Design Institute, other learners are attending international events;
- At the College of Cape Town, Gugulethu Campus, 10 learners are completing the NQF 2 *Craft Production* Learnership and gaining experience printing t-shirts on a new textile-printing machine imported from the USA. The College of Cape Town is the first public training college in the world to offer the associated training;
- A skills programme in t-shirt design was held in collaboration with Hip Hop Clothing, Design Indaba and 8 women from Crossroads called 'Vukani Bafazi' for Design Indaba 7 where international and local designers wore the products;
- Three successful skills programmes - Arts Journalism, General Music Business and Technical Production for Live Events - were held during the North Sea Jazz Festival in collaboration with esp-AFRIKA (Pty) Ltd;
- A graduation exhibition is to be held in August for the NQF 4 Craft Micro Enterprise learners at the Cape Craft and Design Institute.

SMME Support: The MAPPP-SETA has recently run a series of workshops for SMMEs in the Western Cape on business planning and management issues and legislative requirements. The SETA is in the process of planning special learnerships for SMME development. The SETA has introduced a simplified grant claim system to assist SMMEs.

Scarce Skills Project: The Scarce Skills Project aims to develop workplace-learning skills in areas that range from Sound Mixing to Television and Film crew. There are also several community radio stations that are participating in the project. There are a total of 208 learners, 18 of whom are in the Western Cape. The budget allocation for this project is R 6 500 000.

HIV/STD Training programme: MAPPP has developed an HIV/STD training programme for the workplace, especially for small and micro enterprises. The programme will assist companies with implementing their own training programmes on HIV/STD.

Providers

The Independent Media and Print Institute, Cape Town (IMPI), offers theoretical training for apprenticeships and learnerships in the Printing, Newspaper and Packaging Sectors.

Cross Media Training Centre (Cape Town) offers theoretical training for learnerships and apprenticeships in the Printing, Newspaper and Packaging Sectors.

AAA School of Advertising in Cape Town is a provider for MAPPP's advertising learnerships. More providers are needed for advertising.

Apprenticeships

There are 31 apprenticeships still in operation within the MAPPP SETA. It has 80 learners on apprenticeships in the Western Cape.

Expenditure & Grant Structure

- National Budget for SMME Development - R 2 600 000
- Printing and Packaging Learnerships – R 63 000 per unemployed learner (includes stipend)
- Advertising Learnership – R 72 000 per unemployed learner
- Learnership grant per employed learner R 29 500

Challenges & Constraints

Some of the interventions MAPP has identified to deal with the issues below are a more intense marketing drive; fast tracking the registration of qualifications; and implementation of a wide range of training interventions.

SMMEs: The small micro enterprises have limited capacity and resources to provide training.

Providers: Some of the workplace-based providers show minimal interest in implementing learnerships. It is difficult to get companies to take on learners for learnerships and the capacity of human and physical resources is low. Many providers in the creative industries have difficulty in accessing funding for capital expenditure.

Funding: National Skills Funding for the Create SA project is for provider capacity building, learnership management & administration and direct learner costs. Due to the high cost of resources within some of the creative industries, for example the film and video sub-sector, providers need additional funding over and above the NSF allocated funding to implement their programmes.

Union and employer relationships: Union members want the employers to place full-time employees on learnerships and not the unemployed. The context within which this conflict arises is the steady decline in employment figures in large companies, and the ongoing challenge of how to deal with people who get retrenched.

Mining Qualifications Authority (MQA)

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National and Provincial Sector Profile

The Mining and Minerals Sector is a major provider of formal employment in South Africa. The MQA's sector covers all mining activities as well as the manufacturing of cement, lime and plastic, jewellery manufacturing and the cutting and polishing of diamonds and of other precious and semi-precious stones.

Organisations in the sector have been categorised into the following nine sub sectors:

Coal Mining	Cement, Lime, Aggregates and Sand (CLAS)
Gold Mining	Services Incidental to Mining
Diamond Mining	Diamond Processing
Platinum Group Metals Mining	Jewellery Manufacturing
Other Mining	

SMMEs fall within the Jewellery Manufacturing and Small Scale Mining sub-sectors.

Small Scale Mining is a fairly wide spread activity in South Africa and involves the use of unsophisticated mining methods. The annual turnover in very small mining operations can amount to less than R150 000. Small-scale mining businesses benefit local communities, as they tend to employ local people within their mining operations. Seven percent of the MQA's business occurs within the Western Province. The table below shows the provincial distribution of enterprises according to sub-sector.

Table: Provincial distribution of enterprises according to sub-sector

Province		EASTERN CAPE	FREE STATE	GAUTENG	KWAZULU- NATAL	LIMPOPO	MPUMALAN GA	NORTHERN CAPE	NORTH WEST	WESTERN CAPE	Total
Coal Mining	N	0	2	0	6	2	44	0	0	0	54
	%	0	4	0	11	4	81	0	0	0	100
Gold Mining	N	0	6	17	1	0	7	0	6	0	37
	%	0	16	46	3	0	19	0	16	0	100
PGM Mining	N	0	0	1	0	9	1	0	11	0	22
	%	0	0	5	0	41	5	0	50	0	100
Diamond Mining	N	0	5	1	0	4	0	54	7	14	85
	%	0	6	1	0	5	0	64	8	16	100
Other Mining	N	4	2	6	4	17	18	26	17	12	106
	%	4	2	6	4	16	17	25	16	11	100

CLAS	N	56	21	72	56	35	31	15	36	109	431
	%	13	5	17	13	8	7	3	8	25	100
Services Incidental to Mining	N	1	21	50	2	31	16	8	89	2	220
	%	0	10	23	1	14	7	4	40	1	100
Diamond Processing	N	4	4	54	8	0	0	0	0	4	73
	%	5	5	74	11	0	0	0	0	5	100
Jewellery Manufacturing	N	32	0	181	11	0	0	0	11	160	395
	%	8	0	46	3	0	0	0	3	41	100
Total	N	97	61	382	87	98	117	184	96	301	1423
	%	7	4	27	6	7	8	13	7	21	100

Sources: Calculated from: DME Database of Mining Operations; HSRC, A Skills Analysis of the Cement, Lime, Aggregates And Sand (CLAS) Sector in SA, 2003; MQA database of companies that paid levies and that submitted WSPs. (MQA Draft Sector Skills Plan 2005 – 2009)

The Gold Crisis Committee has recognised the need to process precious metals and minerals into jewellery, artefacts and precious gemstones not only to add value to mineral resources but as a source of employment for workers leaving the mining industry. This committee projected potential employment of 250 000 employees in the industry by 2010. The table below illustrates the provincial distribution of employees according to sub-sector.

Table: Provincial distribution of employees in sub-sectors

Sub-sector		Eastern Cape	Free State	Gauteng	KwaZulu-Natal	Limpopo	Mpumalanga	Northern Cape	North West	Western Cape	Total
Coal Mining	N		2545		1963	3824	39548				47880
	%	0	5	0	4	8	83	0	0	0	100
Gold Mining	N		51520	91158	20		9175		38757		190630
	%	0	27	48	0	0	5	0	20	0	100
PGM Mining	N			15		38621	113		100274		139023
	%	0	0	0	0	28	0	0	72	0	100
Diamond Mining	N		1273	2599		1963		12129	831	225	19020
	%	0	7	14	0	10	0	64	4	1	100
Other Mining	N	367	182	291	2865	10245	4506	10014	4286	1757	34513
	%	1	1	1	8	30	13	29	12	5	100
CLAS	N	448	448	2070	2126	112	783	783	2741	1678	11189
	%	4	4	19	19	1	7	7	25	15	100
Services Incidental to Mining	N	1	1236	10267	202	5324	2444	871	14462	59	34866
	%	0	4	29	1	15	7	2	42	0	100
Diamond Processing	N	22	1195	3284	85	0	0	0	0	35	4621
	%	0	26	71	2	0	0	0	0	1	100
Jewellery Manufacturing	N	327	109	4469	1526				218	4251	10901
	%	3	1	41	14	0	0	0	2	39	100
Total	N	1164	58507	114154	8787	60089	56569	23797	161569	8006	492643
	%	0	12	23	2	12	11	5	33	2	100

Sources: Calculated from: DME Database of Mining Operations; HSRC, A Skills Analysis of the Cement, Lime, Aggregates & Sand (CLAS) Sector in SA, 2003; MQA database of companies that paid levies & submitted WSPs. (MQA Draft Sector Skills Plan 2005/9)

Downsizing in the mining industry has led to a high rate of retrenchments.

MQA were unable to provide a list of the top levy-paying employers in the Western Cape.

The MQA does not have any regional offices.

Skills Planning & Priorities in the Western Cape

MQA has a national SSP and no separate skills development plans for the provinces. All their interventions are conceptualised and planned nationally.

The MQA has identified two key areas for skills development in the Western Cape, that of Jewellery Manufacturing and Small Scale Mining.

SMME strategy: The MQA drafted an SMME strategy in 2003 that has a three- tiered approach:

- To achieve a clear understanding of the sector, the MQA commissioned two research studies to produce a profile of the SMME sector, to determine the skills and training needs of this sector, and to recommend appropriate mechanisms for training delivery within SMMEs.
- Provide SDF services to assist SMMEs process the relevant skills development documentation. MQA have also simplified the format of the WSPs and annual training reports. It organises focus groups to draw on when necessary for support and introduces incentives to secure the participation of SMMEs in skills development.
- Facilitate the provision of skills training, learnerships and qualifications through the development of standards applicable to SMMEs and the simplification of the accreditation process.

(MQA: Strategy for the support of Small, Micro and Medium Enterprises (SMMEs) in the Mining and Minerals Sector within Skills Development, 2003)

Two workshops were held in the Western Cape for SMMEs and women to inform them about opportunities in mining. A total of 132 women attended.

Partnerships: The MQA has a partnership with the College of Cape Town.

Provision

Learnerships

The national figures set for unemployed learners on learnerships at the Growth and Develop Summit was 7340. There are currently 632 learners on learnerships of which between 15 and 20 are in the Western Cape. Approximately 65% of the learners are male and 35% female.

Projects

The MQA has set up four main projects in the Western Cape. They are:

- A **Jewellery Manufacturing** learnership where the Cape College is the provider. The qualification is Jewellery Manufacturing in Production NQF Level 3. The College is unable to take on a large group of learners because of its limited capacity.
- Structured learning project in **Small Scale Mining** - the purpose of the project is to expose people to basic knowledge of mine health and safety issues. There are 200 learners on this project in the Western Cape of whom 80% are unemployed and 60% are male.

- **Women in Mining** - the project's aim is make women aware of the mining health and safety issues and to generate interest in mining. There are approximately 150 participants in the Western Cape.
- There are currently 700 learners participating in an **ABET** project in the Western Cape. The learners have to complete ABET Levels 1 to 3, and *Introduction to Mining and Mining Minerals* (ABET Level 4/NQF Level One).

Skills programmes & non-accredited training

The MQA has appointed 6 service providers, one of whom is in the Western Cape to capacitate 1 850 SMMEs in all nine provinces. The short courses will cover the following areas:

- Introduction to small scale mining
- Appropriate legislation
- Exploration: geology – rocks, minerals and ore deposits
- Mining surveying, planning, ore extraction
- Mineral processing
- Health and Safety/Risk Management
- Environmental aspects of mining and rehabilitation
- Beneficiation and value adding processes
- Business skills and leadership skills

The MQA also has 15 skills programmes that focus on hard-rock mining. They currently have 44 000 registered learners nationally. No figures were available for the Western Cape.

Apprenticeships

The MQA currently has 894 apprentices none of whom are located in the Western Cape.

Providers

The MQA only uses accredited providers. It has 40 accredited providers nationally and one in the Western Cape, the College of Cape Town.

Expenditure & Grant Structure

Small Scale Mining Project	R 14 million
Women in Mining	R 4,8 million
Skills programme	R250,00
Learnership grant	R10 000 (includes stipend)

Challenges & Constraints

A major challenge the MQA faces is the high demand for training and a limited annual budget for projects.

Manufacturing Engineering and Related Services SETA (MERSETA)

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National and Provincial Sector Profile

The MERSETA has 5 chambers,

- Metal and Engineering
- Auto Manufacturing
- Motor Retail and Components
- New Tyre, and
- Plastic Industries.

Five Industry Training Boards were merged to form this SETA. The MERSETA has six regional offices, one in the Western Cape, and represents 22 000 companies and 500 000 employees.

In the Western Cape there are companies from three of the five chambers – plastics, motor and engineering. The MERSETA Western Cape has more than 500 companies actively participating in the skills development process. Approximately 80% of the levy paying companies in the province are SMMEs. The top employers are:

- Saldanha Steel
- Atlantis Foundry
- Atlantis Forge
- Plastform
- USABCO

The Western Cape office has a staff complement of 8 full time staff.

Skills Planning & Priorities in the Western Cape

The MERSETA is currently reviewing its Sector Skills Plan for 2005 – 2009. The SETA does not have separate plans for the provinces.

The Western Cape regional office has identified key skills development areas within the province. They are:

- Tooling and Manufacturing
- Fabrication – a big demand for Welders and Boilermakers as a result of oil and gas development.
- Motor – demand for Motor Mechanic, Spray painter, Automotive Body Repairer.
- Metals – demand for Fitter, Fitter and Turner, Tool Jig and Die-Maker. (There have been continuous complaints about the lack of qualified artisans in these areas by companies.)

The Western Cape regional office has identified priority areas for the period 1 July 2004 – 31 March 2005. Some of the key priorities are to:

- Develop partnerships to increase the participation of employers in skills development
- Improve the quality of service
- Develop an advocacy strategy to promote the benefits of workplace learning

Partnerships

Forums: MERSETA Western Cape has set up forums in the magisterial areas in the Western Cape. Each forum consists of labour and employer representatives and training providers. The purpose of the forums are to give support to companies who have learners; to assist the MERSETA with distant management; to make sure that there are partnerships between providers and employers and unions. The forum is not a decision-making body, but a support for employers who take on learners. The forums also assist with the identification of scarce skills for the sector.

Regional Committee: MERSETA Western Cape has a very strong and influential Regional Committee. National projects have to be presented to the Regional Committee before they are implemented in the province. The Regional Committee consists of employer and labour representatives. The colleges, DoE, DoL and a community member all have observer status on the Regional Committee. The Committee has four working groups, one each for metal, motor, plastics and providers that have to propose projects, identify problems, propose solutions and report to it on a regular basis.

FET Colleges: MERSETA Western Cape has entered into a partnership with all 6 FET Colleges in the Province to alleviate the administrative work involved in learnership implementation. The Colleges are responsible for the portfolios of evidence, monitoring of training and assessments. The Colleges charge the employers a fee for their services. (The fee comes from the discretionary grant paid to the employer by the MERSETA). The SETA's role is to introduce the colleges to the employers. The Colleges do a presentation to the employers and they in turn select the Colleges they require. This College Project is aimed at large companies as well as SMMEs.

Technikons: MERSETA Western Cape has formed partnerships with both Technikons in the Province to look at experiential training. Learners who study mechanical engineering, electrical engineering or industrial engineering are placed in companies for in-service training. The companies where the learners are placed receive grants.

MERSETA Western Cape also has links with:

- **Cape Chamber of Industries** – it regularly does presentations to the Chamber's employers.
- **Trade unions** – it assists workers who have been fired because they do not have qualifications.
- **Skills centre in Gansbaai** – it assists learners to gain recognition for the training that they do.
- **Mitchell's Plein youth** – it embarked on a career guidance programme and has recently done presentation to a group of young people in Mitchell's Plein.
- Represented on the **Provincial Skills Development Forum** and participates in the **Learning Cape Festival**.

Provision

Learnerships

Since the provincial GDS, MERSETA Western Cape increased its target from 838 to 1000 unemployed learners. The office plans to reach 1000 unemployed learners by March 2005.

Table: PGDS targets and current learner numbers

Target for learners	Current learners
500 employed	240
1000 unemployed	1198

To reach the targets set at the PGDS, the MERSETA Western Cape has embarked on a range of projects with different stakeholders. The **SEIFSA Project** involves placing 200 unemployed learners on Learnerships from Level 2 to Level 4 in the areas of Tool Jig and Die Maker, Fitter, Fitter and Turner, Turner, Welder, Boilermaker. So far 180 learners have been registered for these learnership. SEIFSA has contracted training providers (FET Colleges) to deliver both training and assessment and be responsible for all of the administration involved in the implementation of learnerships. The employer will be responsible for the core of the training.

MERSETA Western Cape office is about to start a project with the **Tool Making Association**. The Association has been given funds by the Department of Trade and Industry and the target is 500 unemployed learners. Wingfield campus (FET college) has been earmarked as a training facility for this project.

MERSETA Western Cape plans to work on a **Composite Learnership Project** with the Boating Association of South Africa. The target is between 400 – 600 unemployed learners. It has recently developed a proposal for disabled learners in the Western Cape in the plastics sector.

Learner targets have not been set yet by the **Plastics Chamber**.

The Western Cape office is about to enter discussions with the University of the Western Cape to consider the development of **Tool Manufacturing Qualifications** at NQF Level 5 and Level 6.

The MERSETA does not have a process in place yet to track the impact of learnerships. There are plans to implement this in the future.

Projects

The MERSETA has introduced a **National Bursary Scheme** to provide higher education opportunities to approximately 100 applicants. Thirty percent of the bursaries are earmarked for female learners. Nine learners were awarded bursaries in the Western Cape.

MERSETA has a national **ABET** project where it funds ABET providers to provide free training and services to SMMEs. Large companies have to pay for the services of these providers but can claim back grants for placing learners on ABET programmes. In the Western Cape there are currently a 1000 learners on ABET programmes.

The Western Cape office is in the process of starting a new project in Atlantis where a group of unemployed learners will be trained by a company in **marketable skills** such as welding after which they are either sub-contracted by other companies in the area or given support to start up their own business. There are currently two companies that have agreed to take on learners.

MERSETA has a national **SMME** project that involves funding three of its large employer associations to employ SDFs who offer free services to SMMEs. The SDFs assist with the completion of WSPs and with the learnerships, apprenticeships and the training projects. There is a high demand for the services of the SDFs from the SMMEs. As a result, one of the Associations has employed an additional SDF.

The trade unions also plan to employ people to give **Training Committees** support, deal with disputes, and help to capacitate union members.

Apprenticeships

In the Western Cape there are 968 learners registered for Section 28 trade tests and 742 learners registered for Section 13 (indentured). The tables below only list the trades for which there is a high demand.

Motor Sector Trades	Section 28
Automotive Body repairer	27
Automotive Electrician	14
Diesel Mechanic	43
Motor mechanic	93
Spray painter	31

Metal Sector Trades	Section 28
Fitter	78
Fitter and Turner	87
Boilermaker	82
Diesel Fitter	17
Refrigeration Mechanic (Industrial)	39
Welder	95
Tool Jig & Die Maker	34
Electrician	207
Turner	33

Trades Metal	Section 13	Male	Female	Black	White
Fitter	23	22	1	15	8
Fitter and Turner	70	67	3	41	29
Boilermaker	19	18	1	11	8
Diesel Fitter	13	13	0	9	4
Refrigeration Mechanic (Commercial)	7	7	0	2	5
Welder	12	12	0	8	4
Tool Jig & Die Maker	34	32	2	21	13
Electrician	23	23	0	14	9
Turner	35	32	3	21	14
Millwright	19	16	3	12	7

Trades Motor	Section 13	Male	Female	Black	White
Automotive Body Repairer	39	39	0	21	18
Automotive Electrician	43	42	1	13	30
Motor mechanic	178	175	3	77	101
Spray painter	23	21	2	18	5
Diesel Mechanic	86	85	1	41	45

Skills programmes & non-accredited training

In the Western Cape there has been more of a demand for learnerships than skills programmes. Companies are not interested in short courses because there are no incentives.

Skills programmes statistics were not available. Skills programmes that do take place include suspension fitters, Computer Numerical Control Machines, production management, supervisory skills, conflict management.

Providers

The MERSETA Western Cape uses both public and private providers. Many of the private providers offer production management. The private providers do not have workshops so they are not able to offer practical training. The FET colleges offer mainly technical training.

Expenditure & grant structure

Learnership grants

Employed male or female	R 21 000
Unemployed learner	R33 000 (50% on registration and 50% on the completion of the contact)
Skills programmes	R 5000 max (R40 per credit per learner)

Challenges and Constraints

A major problem for MERSETA Western Cape is when its companies train in skill areas outside of the scope of the MERSETA - the other SETAs tend to give their own companies priority, as a result MERSETA companies often have to wait several months before they are accredited. In addition, the MERSETA often experiences problems with other SETAs who do not fulfil their responsibilities outlined in the Memorandum of Understanding. These are both ongoing problems that the SETAs need to address jointly.

Police, Private Security, Justice, Legal & Correctional Services Sector SETA (Poslec SETA)

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National and Provincial Sector Profile

The Poslec SETA's industries are community, business, and personal services aimed at the maintenance and promotion of safety, law and order. The industries in this sector include both private and public enterprises clustered in the following way:

- **Policing:** consisting of National and Provincial Departments of Safety and Security, the South African Police Service, the Secretariat for Safety and Security, the Independent Complaints Directorate, the Directorate of Special Operations in the Department of Justice and Constitutional Development and related services
- **Private Security and Investigation Activities:** comprising private security, investigation and polygraph services
- **Legal Activities:** comprising of legal and paralegal services
- **Justice:** comprising the Department of Justice and Constitutional Development
- **Correctional:** comprising Department of Correctional Services and private correctional services providers.

The security sector of Poslec is comprised of a large percentage of the micro-enterprises comprise. There is a high level of competition between firms and often takeovers and mergers occur. Within the legal sector, there are approximately 15 large companies that employ more than 300 employees. Some of the larger law firms enter into referral arrangements with smaller companies.

The top employers in the Western Cape are:

- South African Police Service
- Department of Correctional Services
- Department of Justice and Constitutional Development

Employers who employ more than 2000 workers in the Private Security industry:

- Securicor Gray (SA) (Pty) Ltd
- ADT Security Services Ltd
- Enforce Security Cape cc
- SECURECO (Pty) Ltd

Employers who employ more than 150 workers in Legal practices are:

- Buchanan Boyes Thompson
- Sonnenberg Hoffmann Galombik

Poslec is in the process of reviewing the information on its member organisations.

Poslec currently does not have a regional office in the Western Cape, but plans to do so in the future.

Table: Enterprises & Employees in the Western Cape

Composition of SMME constituency: Poslec SETA WC		
Sub-sector	Number of enterprises	Number of workers
Legal	811	3,406
Private Security	405	1,862
Policing	30	28
Correctional Services	3	2
Justice	33	89
Unknown	29	0
Grand Total	1,311	5,387

Composition of medium enterprise constituency (50 to 149 workers): Poslec SETA WC		
Sub-sector	Number of enterprises	Number of workers
Legal	12	932
Private Security	25	2,109
Justice	1	51
Grand Total	38	3,092

Composition of large enterprise constituency (150 workers and more): Poslec SETA WC		
Sub-sector	Number of enterprises	Number of workers
Legal	2	396
Private Security	33	39,749
Policing	1	569
Justice	1	185
Grand Total	37	40,899

Source: DataNet, Poslec SETA, July 2004

Note that the figures only reflect enterprises that are **registered** in the Western Cape. This is shown in the low employee figures for Policing and Justice Sub-sectors. Enterprises that are registered elsewhere in the country and have offices in the Western Cape are not reflected in these figures.

Skills Planning & Priorities in the Western Cape

The Poslec SETA's SSP is informed by its organisations' WSPs, statistics from the HSRC, Statistics SA, other research, and consultation with stakeholders. The SETA does not have a separate skills development plan for the Western Cape.

Poslec does not have a documented SMME strategy and has just begun to bring SMMEs into the skills development arena by contracting Skills Development Advisers to assist with this process. The SETA has developed a guide for employers to assist learners in the workplace.

Poslec does not have any regional structures or partnerships with organisations in the Western Cape.

Provision

Learnerships

With regard to learnership implementation in Western Cape, the following situation prevails:

Name of programme	Female					Male					Total
	African	Coloured	Indian	White	Sub-total	African	Coloured	Indian	White	Sub-total	
ABET LEVEL 2 (Skills Programme)						1	13			14	14
ABET LEVEL 3 (Skills Programme)							25		12	37	37
Candidate Attorney (Learnership)	3	2	1	5	11		2	2	2	6	17
Electronic Security technician (Learnership)						7	18	1	2	28	28
Introduction to Managing by Project (MBP) and Project Management (Skills Programme)	1	5		1	7		4			4	11
Grand Total	4	7	1	6	18	8	62	3	16	89	107

Poslec is currently implementing a *Contact Centre Assistant* Learnership registered by the Services SETA, to train people to work in Call Centre environments in the Private Security industry. This learnership caters specifically for people with disabilities. The pilot programme is conducted in Gauteng, after which a national rollout will take place.

The SETA is currently developing a questionnaire to send out to learners once they are qualified to track their progress.

Skills programmes & non-accredited training

A large proportion of training in the sector takes the form of short courses mainly in generic skills areas such as computer, financial, and management skills.

Apprenticeships

Apprenticeships exist within the SAPS and the Correctional Services, but the SETA currently does not administer the apprenticeships, and therefore no information is available.

Projects

Poslec SETA is planning to implement a national project where SDFs will offer free services to SMMEs in the provinces.

The SETA has organised a national ABET project. In the Western Cape there are ABET learners in Provincial Departments and at Pollsmoor. No figures are available.

Providers

The SETA uses both private and public providers. Many of the providers find the registration process very confusing.

Expenditure & Grant Structure

The SETA pays learnership grants in accordance with the Wage Determination for Learnerships. The grant structure varies from learnership to learnership.

The SETA does not provide any incentives for short course training.

Challenges/Problems

One of the major problems that the SETA faces in reaching its constituency in the Western Cape is that it does not have a provincial office. There are plans for an office, but funding to set it up has been a problem.

The Private Security Industry Regulatory Authority (PSIRA) does not currently recognise the NQF aligned security officer training that the SETA offers. SAQA and the Chief Executive Officers of both authorities are involved in trying to resolve this problem.

Most of the SMMEs are managed by their owners and they therefore have very little time for training

Providers are not keen to develop their own learning materials. The SETA has appointed specialists to develop curricula and material as a way to address this problem

Providers find the accreditation cumbersome and costly.

Primary Agriculture Education and Training Authority (PAETA)

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National and Provincial Sector Profile

PAETA has currently more than 10 000 registered members of which approximately 5 800 are levy payers. There are approximately 40 000 commercial farms and 400 000 SMMEs in the primary agriculture sector. A large percentage of the SMMEs who are new or emerging farmers are perceived as being part of the unemployed as they have recently acquired land, but have not started farming yet.

Eighty-three percent of the commercial farmers employ less than 10 people. Emerging/new farmers tend to use either family or friends when they harvest. Very few of these categories of farmers have permanent workers.

The top employers in the Western Cape are:

- DuToit Group EDMS BPK
- LeRoux Group
- Molteno Brothers
- The Missetters Trust
- Kangra Group PTY LTD
- Suiderland Plase EDMS BPK
- A.S. Viljoen en Seuns Boerdery
- Witsenberg Properties PTY LTD
- Lourensford Estate Farming Enterprises
- De Keur Estate PTY LTD
- J.D. Kirsten Trust
- Howbill Properties PTY LTD
- Mooigezicht Estate EDMS BPK
- The Fairview Trust
- Monteith Trust

The Du Toit Group is involved in a joint venture between its management and the workers.

Skills Planning & Priorities in the Western Cape

PAETA has not identified specific business priorities for the Western Cape. The skills development planning relates to the type of commodity being produced and is not specific to the provinces. This is largely due to the fact that there are very basic skills training needs within the agricultural sector and it is difficult to prioritise them as they vary from area to area. The commodity determines the type of training required. PAETA does not plan to draw up a skills development plan for the Western Cape.

PAETA has organised a Regional Forum for providers and stakeholders that meet on a regular basis. The forum is made up of providers that offer courses in the Western Cape, the Department of Labour, the Department of Agriculture and the National African Farmers Union, NAFU. The forum meets on a quarterly basis and articulates its training needs to PAETA.

PAETA does not have a documented SMME strategy.

Partnerships with Provincial organizations includes working together on projects with the Departments of Education, Agriculture and Labour; Agri Western Cape; NAFU Western Cape; South African Agriculture Plantation Allied Workers Union (SAAPAWU); and, the Food and Allied Workers Union (FAWU).

Provision

Learnerships

PAETA has met and exceeded the national target set at the GDS (June, 2003). At the end of May 2004, PAETA had achieved a national target of 1115 and a target of about 400 in the Western Cape. The titles and the levels of the learnerships are:

- Farm Operator: Agronomy NQF Level 1
- Farm Operator: Animal Husbandry NQF level 1
- Farm Operator: Horticulture NQF level 1
- Farm Owner: Agronomy NQF Level 1
- Farm Owner: Animal Husbandry NQF Level 1
- Farm Owner: Horticulture NQF Level 1
- Farm Worker/ Owner Level 2 and
- Junior Farm Manager NQF Level 4

PAETA has a very high success rate with regard to learnership implementation. The SETA has a simple recruitment method – if a learner is successfully placed on a learnership, PAETA will top up the learnership support by 25%. The providers ensure they take on people who need training and who have the potential to complete a learnership.

PAETA have instituted a mentorship for learners who have completed a learnership. The SETA currently runs a pilot project in Oudstroom where it pays one of the neighbouring farmers to mentor the recently qualified learners. PAETA is currently conducting research on the role and characteristics of a mentor.

Most of the providers conduct training on the farms.

Skills programmes & non-accredited training

PAETA only supports unit standard based training programmes and all their providers have to be accredited. PAETA has allocated more than R7 million to short training interventions.

The skills programme that take place in the Western Cape is called Gratis & Verniet and includes the following:

- Care of farm animals
- Tractor implements and personal finances
- Piggery
- Vine pruning, vine irrigation and diseases, pests in vine
- Snoei
- Identify, select, use and care of tools
- Control weeds manually
- Harvest crops manually
- Identify diseases in crops
- Demo an understanding of soil preparation
- Apply fertilizer manually
- Community gardens and care of farm animals
- Forklift Operator

- Packers
- Irrigate crops to maintain a predetermined moisture content
- Demonstrate an understanding of healthy farm animals
- Healthy & safety
- Harvest of animal products
- Control weeds, pests and plant diseases in an agriculture field using chemicals
- Grain Production
- Caring for Beef/Dairy cattle
- Spray pump operator
- Fertilize deciduous fruit trees, orchards
- Prune deciduous fruit trees
- Control nematodes manually using chemicals
- Seasonal worker orientation
- Safe handling of chemicals
- Tractor maintenance
- Fencing and fencing maintenance
- Handle and move farm animals, administer husbandry practice's farm animals

There on 721 learners on skill programmes in the Western Cape.

Apprenticeships

PAETA gives financial support to people who implement apprenticeships, but they do not provide an administration system for apprenticeships.

Projects

PAETA implements several projects in the Western Cape. Some of the key projects are listed below.

Hybrid Project running in Oudstroom for 20 women (now 16), where the women grow hybrid seeds. This is joint venture with Checkers and Eskom. Checkers bought the land and the SETA supports the training so that these women grow hybrid seeds for international markets. This is potentially a very lucrative business where a kilo of seeds can be sold for between R50 000 – R60 000.

Two Projects in George and Oudthoorn training people in nursery skills, New Plant, with Phezukumkhono, one of the service providers.

Two projects at the Longkloof Community College, NOF level 1 Horticulture.

On the West Coast, boerbok vleis is being manufactured for export, Namakwalandboerbok.

In the Kalahari, training the sons and daughters of the farmers so that they can get involved in export in the Northern Cape, Kimberley and Central Karoo.

PAETA took 30 matriculants through a level 4 Learnerships at Elgin Community College in Junior *Farm Manager*.

Elsenberg Agricultural College runs learnerships for PAETA. Fifteen people are currently on learnerships.

The Hermanus project for unemployed people to harvest and export flowers, Flower Valley in Gansbaai.

A project will also be starting in Worcester for women where learnerships and skills programmes will take place.

PAETA has allocated funds for 100 learnerships to assist (NAFU with training. The title of the qualification is the *National Qualification in Farming (Own business)*).

ABET programmes are aimed at employed workers and SMMEs, at Helpmekaar in Calvinia and Wolfshöhle Farm in the North West.

Providers

PAETA has 47 accredited private providers nationally but also uses the Agricultural Colleges and Technikons. PAETA has over 900 requests from people with degrees and diplomas who cannot find work and who would like to be accredited.

Private providers have a capacity problem and often are not able to offer learnerships or skills programmes. These providers do not have the infrastructure, knowledge and understanding of outcomes based learning. PAETA has run workshops in the Western Cape to help capacitate the providers.

PAETA has the following accredited service providers in the Western Cape:

- Koue Bokkeveld Training Centre;
- South Cape College (Oudtshoorn);
- South Cape College (Outeniqua);
- Elgin Community College; and
- Phezuikomkhono Training Services.

The Agriculture and FET Colleges offer agriculture training for PAETA but they are not accredited by PAETA.

Expenditure and Grant Structure

PAETA spends approximately R 25 million on SMME projects.

Fifty percent of PAETA's discretionary grants go toward learnerships and skills programmes

The NSF Project Learnership grants are:

- R10 500.00 for employed learner
- R18 900.00 for unemployed learners including the learner allowance of R3 900.00
- R125.00 per credit (unit standard-based training only)

Challenges & Constraints

The lack of numeracy and literacy skills makes it difficult for learners to complete a full learnership. PAETA's is currently organising ABET programmes to address this problem.

Public Services Sector Education and Training Authority (PSETA)

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National and Provincial Sector Profile

All government departments are member organisations of the PSETA.

Skills Planning & Priorities in the Western Cape

PSETA has a national SSP and no specific priorities for the provinces.

The following skills shortages were identified by analysing workplace skills plans submitted by PSETA organisations in the different provinces:

- Computer skills
- Project Management
- Financial Management

Partnerships: PSETA has had preliminary discussions with UWC regarding the university's role as a provider in learnership implementation. No further details were available on the progress of these discussions.

Provision

Learnerships

The Growth and Development Summit's target for the Western Cape was 1000 unemployed learners. The PSETA is still in the process of appointing a consultancy organisation to help them implement and manage the learnerships for these learners.

Projects

The PSETA currently does not have any projects in operation in the Western Cape except for workshops on learnership implementation and skills programmes aimed at the Skills Development Facilitators in government departments. Private providers assist the PSETA to run these workshops.

Expenditure & Grant Structure

PSETA does not disburse grants.

Challenges & Constraints

No problems were identified.

Sector Education and Training Authority for Secondary Agriculture (SETASA)

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National and Provincial Sector Profile

The Secondary Agricultural sector employs an estimated 115 000 employees, a large percentage of whom are elementary workers. SMMEs form the majority of the organisations in the sector and fall mainly within the Pest Control, Poultry and Fruit Packaging sub-sectors that are primarily in the KZN, Gauteng and Western Cape provinces. A characteristic of the sector is the agricultural producers in co-operatives that form approximately 23% of the industry. The food industry is a major export earner and the annual export figure is approximately R8,5 billion. The employers in the sector are grouped in the following way:

- 1060 employ between 1 – 49 employees
- 207 employ between 50 – 149 employees
- 160 employ over 150 employees

The agricultural sector is highly diverse and has been organised into the following 3 main groupings:

- Sub-sectors dealing with provision of *inputs* for the Primary Agriculture sector
- *Outputs* from the Primary Agriculture sector
- Sub-sectors dealing with *immediate processing* of outputs of Primary Agricultural sector

These main groupings are further divided into sub-sector units that cover:

<ul style="list-style-type: none"> • Grain handling • Seed production and marketing • Red meat • Pesticides and pest control • Tobacco • Fibre (wool/mohair/cotton) 	<ul style="list-style-type: none"> • Growing and marketing tea & coffee • Fruit packaging and processing • Poultry and egg • Sugar manufacturing. • Tea, Coffee, Macadamias & Paprika
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SETASA has large fruit, tobacco, tea and grain companies in the Western Cape and the top employers in the province are:

<ul style="list-style-type: none"> • County Fair Foods • Rainbow Farms • British American Tobacco South Africa • Ceres Fruit Growers • WPK • Capespan • Algemien Boerdery 	<ul style="list-style-type: none"> • Boland Agriculture • Two-a-Day • PPECB (Perishable Products Export Control Board) • Patensie Citrus • Colours Fruit • Sundays River Citrus
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SETASA does not have regional offices but employs two Skills Development Co-ordinators; one is based in Stellenbosch and one in Gauteng. Their role is to motivate organisations to participate in skills development processes.

SETASA has eight staff members in total and currently does not have a Chief Executive Officer.

Skills Planning & Priorities in the Western Cape

SETASA plans on a national and not on a provincial basis. Within the sector two major trends have been identified. They are the:

- inability of the organisations to compete internationally
- increase in the number of SMMEs.

Export of Fruit Packaging and Processing: The University of Stellenbosch's Business School conducted research, funded by the NSF, to establish the skills required for packaging and exporting of fruit. In response to the outcomes of the research, SETASA facilitates links with service providers such as Agri Academy to provide programmes on Export Readiness to try and address the skill requirements within exporting businesses.

SMMEs: SETASA's smaller companies participated in a research project with 5 Fruit SMMEs to assess the SETA's participation and development of SMME's.

SETASA has held information and motivational workshops nationwide and developed an SMME Support Project to encourage SMMEs' participation in the formal business sector and to build their capacity. The SETA's national interventions identified for 2004 are:

- To make contact with individual SMMEs
- To develop relevant SMME skills programmes
- To develop workplace skills plans for at least 40 SMMEs

Provision

Learnerships

The situation with learnership implementation is currently as follows:

- SETASA has 60 learners on a Level 2 learnership entitled *Agricultural Machine Technician* at the South Cape College Campus in Mossel Bay.
- Learnerships for grain and tobacco are recently registered and learners have been identified. Contracts are being signed and registered.
- Negotiations are underway to identify and register 20 learners from Neo Novo to commence a Learnership registered with the Foodbev SETA.
- Learnerships have been identified for poultry production and processing. Currently there are no learners registered for these learnerships as unit standards are being developed.
- Rooibos Ltd has started the process of writing unit standards for tea production and processing.
- Grain Handling. The curriculum and learning material for NQF level 2 and NQF level 3 have been completed and learnerships can now be implemented.
- SETASA is using an outside consultant together with subject matter experts to develop the curriculum and learning material for Agri Trade Processes qualifications.

Skills Programmes & non-accredited training

A training adviser has recently been appointed in the Western Cape to run a series of skills programmes on starting and managing a business for SMMEs. No further details were available. In 2002 a group of 44 learners completed a skills programme on Export Readiness in the Western Cape. SETASA has also initiated skills programmes for HIV/AIDS, ABET and Relationship Skills.

Projects

As SETASA has only 8 staff members, they commissioned a consultancy organisation to manage the Special NSF Projects. The projects are:

Export Readiness Project: The project aims to address the skills needs of South African exporters to enable them to meet the export requirements of European and other markets. Skills programmes covering food safety, hygiene and disease awareness have been delivered to 3000 learners. The sub-sectors involved were milling and poultry. No figures were available for the Western Cape.

Bursary Scheme: The project is aimed at students in tertiary institutions to gain in-depth research and technology skills in the various fields covered by the sub-sector units. More than 230 students benefited nationally.

SMME Support Project: The project aims to assist SMMEs to participate in the formal business sector. The focus is on strategic planning and business management. To date 49 SMMEs have been involved in Poultry Production. No figures were available for the Western Cape.

ABET Project: The national target for ABET learners is 2000. The table below illustrates the number of learners who have participated on this project in the Western Cape, and the number of identified learners who have not yet started the programmes.

Table: ABET learners and location

ABET Levels 2 – 4	Citrusdal	14 learners (2003 – 2004)
ABET Levels 1B & 1 – 4	Cape Town	14 learners (2003 – 2004)
ABET Levels 2 – 4	Worcester	15 learners identified
ABET Level 1B	Upington	10 learners identified

Providers

SETASA has identified the urgent need for accrediting providers, and the need to simplify the accreditation process for SMMEs.

Currently there are no external providers who can provide industry specific training such as fruit packaging, manufacturing of rooibos tea and tobacco. Further, the potential workplace-based providers are not keen to apply for accreditation, as the process is too complex. Some of the large companies do not have training departments – this makes the issue of compliance with ETQA requirements all the more difficult to achieve. As a result companies often have to outsource their training to consultants.

The following training providers are based in the Western Cape and have applied for accreditation and are currently being audited:

- Human Capital Resources Development (external consultant);
- British American Tobacco (Tobacco);
- Two-a-Day (Fruit);
- Kromco (Fruit);
- Neo Novo/Colors Group (Fruit);
- Boland Agri (Grain).

Expenditure & Grant Structure

Learnership grants are as follows:

- Employed learner – R12 500
- Unemployed learner – R15 000 plus allowance

Challenges & Constraints

Within the secondary agricultural sector there is a very low skills base and a large component of workers in the sector are at ABET Levels. SETASA has adapted its national targets accordingly.

SETASA has experienced serious difficulties in getting their qualifications registered with SAQA. The SETA has identified learnerships for fruit packaging and processing but they have waited 5 years to have these qualifications registered due to changing format requirements. As a result the accreditation of training providers has been delayed. Stakeholders are very frustrated with the SAQA processes and many have lost interest in the skills development process.

Stakeholders do not clearly understand the entire processes involved in implementing learnerships.

Services SETA

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National and Provincial Sector Profile

The Services SETA covers 29 industries and has 76 573-member companies registered of which 95% employ less than 10 people. The Western Cape is the SETAs' second largest constituency in terms of membership. There are 13 106-member companies.

The Services SETA has been instrumental in helping formalise informal businesses into micro and small businesses registered with SARS. They have supported over 12 300 Small and Micro Enterprises through skills development nationally.

The SETA plans to develop a Services Sector Charter to help promote Black Economic Empowerment.

The SETA's 10 chambers cover a wide spectrum of services, namely,

- Business
- Cleaning
- Domestic
- Hiring
- Labour Recruitment
- Marketing Services
- Personal Care
- Project Management
- Postal
- Property management

The Services SETA's top 10 companies in the Western Cape are:

- Noan Limited
- Highveld PFS a division of Rothwell International BV
- Nursing Services of South Africa PTY LTD
- Servest PTY LTD
- Research Surveys PTY LTD
- Old Mutual Properties PTY LTD
- Pam Golding Properties PTY LTD
- Victoria and Alfred Waterfront
- Broll Real Estate PTY LTD
- Rentokil PTY LTD
- Bonheur 14 General Trading PTY LTD
- HT Groep EDMS BPK

The Services SETA's head office is located in Gauteng and it has regional offices in Johannesburg, Durban, Cape Town, Bloemfontein, Nelspruit, East London, George and Port Elizabeth.

The SETA has also been instrumental in establishing six Career Centres spread throughout the country that play an active role in skills development processes. The Career Centres have also performed the role of lead employer in some instances to assist small businesses with the learnerships. There is one Career Centre based in Cape Town. The key functions of the Career Centres are:

- Assessing learner skills
- Recruiting learners for learnerships
- Providing literacy, numeracy and life skills training
- Coaching and mentoring
- Conducting induction programmes for learners
- Negotiating learners position with companies
- Liasing with training providers
- Finalizing learner agreements
- Providing information and services concerning skill development

Skills Planning and Priorities in the Western Cape

The Services SETA develops its SSP in consultation with stakeholders and information gathered from a range of research projects. The Services SETA has 23 research projects that are on-going to assist with more effective skills development planning for the sector.

The SETA runs PESTEL (policies, economic, social, technological, environmental and legislation issues) workshops to determine the characteristics of the external environment, and at the same time it has a demand led approach and lets the issues regarding training needs emerge from its membership. For example, the stakeholders represented on the Services SETA's Western Cape Regional Board are able to put forward proposals for projects.

In addition to running PESTEL workshops, the SETA also uses the Provincial Skills Development Plan developed by the Department of Labour, so that they can integrate the priorities for the Western Cape into their own plans.

The Services SETA has developed a Skills Development Plan for the Western Cape that forms part of the new SSP but will only be available later in 2004.

The Call Centre Industry is seen as potentially being the greatest contributor to job growth within the sector and the SETA has prioritised additional discretionary funds for the creation of additional call centre learnership grants and the marketing of learnership opportunities internationally.

The Services SETA categorises its member companies in the following way:

- Micro: 1 – 19
- Small: 20 – 49
- Medium: 50 – 150
- Large 150 plus

Further categorisation is that of registered businesses (large, medium, small and micro as above), informal businesses (non-registered outside tax area), and new starts up which are emerging businesses under a year old.

SMEs: The Services SETA has two major interventions for the Small and Micro Enterprises (SMEs). They are the eleven module *Continuous Professional Development Programme* and the *New Venture Creation* Learnership. The *New Venture Creation* Learnership is targeted at emerging small business entrepreneurs who want to start new businesses and is funded by the discretionary grant budget. The plan is to create new small businesses within the 29 industries.

Other ways the SETA supports the SMEs are:

- Simplified documentation process for claiming grants;
- Provision of free Skills Development Facilitator services to help companies compile their workplace skills plans, training reports and to claim back their grants;
- Training existing employees in SMEs to become SDFs;
- Development of an ISO SME standard that is a simplified version of the quality management standard to help make the SMEs more efficient and sustainable;
- The SETA has introduced the concept of lead employer where a large company would place learners in a smaller company.

In addition the SETA plans to:

- Streamline its learnership system to make it more accessible to SMEs by introducing the Learnership Academy to help minimise the amount of time learners spend away from the workplace by reducing the contact training days so that learners start the workplace component of the learnership after a month;
- Integrate basic business thinking into every learnership: How to do a business plan; How to raise capital and market business; How can someone turn their technical skills into a business opportunity

Partnerships

The Services SETA established a Regional Board comprising representatives of the SETA's chambers to help with sector skills planning within the region. The mandate of the Board is to look at regional challenges and priorities and to link them to the SETA's strategic objectives - it is not a decision making body. The Department of Labour, provincial and local government, economic and development forums, Associations, Institutions, Bargaining Council, the Cape Regional Chamber of Commerce and Black Management Forum also have representation on the Regional Board.

The role of the Board involves marketing, lobbying, informing industry of what is happening and identifying gaps for other projects in the region. The Board's members also consider how they can get involved with the SETA's current projects. The SETA is currently inviting the DoL to sit on its Regional Board as a non-voting member.

The Services SETA has entered into partnerships with a range of different role-players. The SETA:

- Has signed an agreement of mutual cooperation with Western Cape Education Department;
- Entered a partnership with Pam Golding;
- Plans to involve other SETAs on the Vrygrond project and worked with Citizen Survey on this;
- Represented on Learning Cape Festival Steering Committee;
- Accesses information from WESGRO;
- Works with Quadriplegics South Africa to assist physically challenged people. Physically challenged people on also involved in New Venture Creation Learnerships in Cape Town;
- Represented on the Provincial Skills Development Forum.

Provision

Learnerships

Ninety five percent of the SETA's learnership beneficiaries are previously disadvantaged individuals.

The SETA has surpassed the national targets agreed to at the Growth and Development Summit.

There are a total of 937 learners on learnerships in the Western Cape:

- 736 unemployed learners on learnerships
- 201 employed learners on learnerships

The Services SETA has developed a new model for workplace learning, the Learnership Academy Model. The aim is to properly prepare learners before starting in a workplace environment. Learners will be exposed to a set of pre-determined unit standards before they start in a workplace environment. The key elements within the philosophy that underlines this model are:

- People need a positive learning environment;
- Total learner involvement;
- Collaboration among learners;
- Variety that appeals to all learning styles;
- Contextual learning.

(Learnerships in action – an accelerated and action learning approach 2004, Services SETA).

Implementation of the Learnership Academy Model will involve learners alternating their learning time between the Academy and the workplace. The focus is on complete integration of learning. Part of the learning that will take place at the Academy will involve preparing the learner for the workplace.

The SETA provides free assessor training to all its companies and offers discretionary grants for mentorship training to assist with workplace learning.

The tracking of learners is not in operation yet but the Services SETA in partnership with the HSRC has developed a methodology for measuring the impact of skills development that includes measuring the indicators of the National Development Strategy, service excellence and qualitative issues.

The SETA has also commissioned the HSRC to conduct a longitudinal study to look at the movement of learners after learnerships are completed, and the provider, learner and employer input in this process. The SETA also has a partnership with National Productivity Institute to look at improvement in productivity, and has commissioned an education specialist to evaluate the learnership curricula

Skills programmes & non-accredited training

The Services SETA offers an extensive range of skills programmes as there is a high demand for short interventions. Some of the skills programmes are:

- SDF training - 137 SDFs were trained in the Western Cape
- Sales and negotiation skills programmes - 110 SMEs participated in the Western Cape
- Continuous Professional Development Programme

Apprenticeships

In 2002, the Services SETA terminated the apprenticeship system. Up until then there were 886 learners in the system.

Projects

The SETA has set up 21 national projects that are funded by its discretionary fund. Some of their key projects are:

Employee Assistance Programme provides support to employees on both practical and emotional issues

Investors in People assists pilot companies in obtaining Investors in People accreditation. There are 12 companies involved in Western Cape.

ISO SME Programme to assist member companies to obtain ISO accreditation. 300 companies in the Western Cape are currently trying to obtain ISO accreditation.

Assessor Training provides free assessor training for member companies. So far 291 assessors have been trained in the Western Cape.

Mentor & Coach Training and Networking

ABET training and bridging courses for unsuccessful learnership applicants. A total of 2000 people will be screened and 100 learners accepted. The 1900 unsuccessful applicants will either be placed on Adult Basic Education and Training Programmes or placed in other Services SETA learnerships.

Other projects are:

Disability project. There are 54 disabled learners on learnerships in the Western Cape. This project has been very successful and the SETA is busy formulating another project proposal for additional learners. Altitude Workforce Solutions, one of the SETA's companies represented on the Western Cape Regional Board, has taken on 100 disabled learners.

The **Vrygrond Empowerment Project** is a community based SME initiative that combines learnerships with business creation. It is joint initiative between the Services SETA and the Vrygrond community that aims to create 100 jobs in 30 new businesses in Vrygrond. The first phase of the project involved conducting a survey in the community to identify what produce and services would buy from new businesses in Vrygrond. The project is managed by an elected Board of Trustees and sponsored by the Services SETA. The SETA has appointed a project manager to facilitate the implementation of the project. The project aims to implement a range of learnerships.

The progress of the Vrygrond Empowerment Project in relation to training is the following:

- Forty learners are participating in a bridging programme in order to complete Level 4 New Venture Creation Learnership.
- Ten Commercial Cleaning Learners have been placed on Cleaning Learnerships at one of the Services SETA's cleaning companies.
- Learners who were assessed for learnerships, but who were not successful have been invited to participate on ABET programmes. A total of 300 learners have been assessed and there are currently 10 learners participating on ABET programmes.
- Negotiations for a work readiness programme are underway.
- A Train the Trainer and Marketing Skills Course was held for 3 business owners in Vrygrond.

(Vrygrond Empowerment Project - May 2004 report)

30 **New Venture Creation Learnerships** aimed at people who currently own and manage a business.

30 **Supervisory** learnerships.

40 **Technical** learnerships to provide people with the necessary skills for a specific business.

Other Services SETA projects are:

3 Star Grading System Project that promotes service excellence in the world of work. Companies can be rewarded a Proudly South African membership once they have achieved a full 3 STAR grading status by complying with all the criteria set in the standard. There are currently 23 companies in Cape Town involved in this project.

Domestic Worker Project (NSF Funded). There are currently 1289 learners on learnerships in the Western Cape.

RPL project

Expenditure & Grant Structure

The Services SETA has introduced the concept of Learnership Funding. Payments are made to the employers in the following way:

- 50% after signing of the contracts
- 25% after progress reports have been received after 6 months
- 25% after the results of the summative assessments have been received

Table: Grant structure per level and employment status of learner

NQF Level	Employed learners – 18(1)	Unemployed learners – 18(2)
1	R6000	R20 000
2	R6000	R20 000
3	R8000	R30 000
4	R10 000	R40 000
5	R12 000	R50 000
6	R16 000	R60 000
7	R16 000	R60 000
8	R16 000	R60 000

A placement fee of R 12 000 is paid to employers who employ 18(2) learners for a minimum period of 6 months after completing a learnership. At least 50% of the learners should be employed gainfully.

A placement fee of R 8000 is paid to employers if they employ disabled learners after they complete their learnerships for a minimum of 6 months. All learnerships should include 4% of learners with disabilities.

Learners allowance is R1200 per month (minimum set by government).

Challenges & Constraints

SARS regional offices do not give the correct information to the SMMEs with a result that many of them are not registered on the system.

In SMMEs once a person has been trained they seek employment in larger companies – this is one of the reasons why the SMMEs are reluctant to train. SMMEs often do not have the resources and capacity for mentoring, coaching and training. SMME have to close their businesses if they do training.

Training is currently prescriptive. The SETA is looking for a more demand driven process, but this is not in place yet.

The Services SETA does not have the funds for marketing and communication. It has had minimal support from the Department of Labour in helping to make skills development a national language. More time should be given to radio and TV to sensitise the nation about these issues.

Providers tend to be located in the urban areas and not in places such as George, West Coast, and Beaufort West.

More demographic representation is needed across all occupational categories in the workplace.

Tourism and Hospitality Education and Training Authority (THETA)

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National and Provincial Sector Profile

The Tourism, Hospitality and Sport sector comprises an estimated 42 000 organisations in the areas of,

- Hospitality
- Tourism and Travel Services
- Gambling & Lotteries
- Conservation and Tourism Guiding
- Sport, Recreation and Fitness

The majority of the organisations are SMMEs. The sector overlaps and interacts with other industries such as transport, arts, culture, entertainment, business and retail. In the Sport and Recreation sub-sector, many of the workers are unpaid volunteers. Many of the occupations require low to intermediate level skills. The Hospitality organisations amount to 65% of the employers in this sector.

The top 10 employers in the Western Cape were not available as this information is viewed as confidential. All levy-payment and grant information is confidential.

THETA does not have any provincial offices and has a national office in Rivonia, Johannesburg, Gauteng.

Skills Planning & Priorities in the Western Cape

THETA sector skills plan is global view of the sector not provincially, however provinces can cascade the Sector Skills Plan strategic documents to their provinces. THETA is currently developing its Sector Skills Plan for the period 2005 – 2009.

THETA has implemented several projects in the period 2000 – 2004, and the Tourism Learnership Project (TLP) is amongst those projects. The TLP was conceptualized in 1998 and implemented from 2000, and it is now in its close out phase as a project. Learnership and Skills Programme implementation were chosen as a form of training intervention for the Tourism sub-sector. The TLP was funded through the Business Trust, Department of Labour National Skills Fund and THETA discretionary grants.

Partnerships: THETA works closely with employer organizations, employer and employee associations, National & Provincial government departments, and other state-owned enterprises on processes, projects and various issues. These organizations include the Department of Environmental Affairs and Tourism, the Department of Labour, the National Skills Authority, other SETAs, the Business Trust, the Spanish Government, Destination Marketing Organisation WC, and so on.

Provision

Learnerships

THETA has a total of 607 learners on learnerships in the Western Cape. The table below illustrates the details of the learnerships.

Table: Learnership titles and employment status of learners

Learnership	Unemployed	Employed
Accommodation	38	24
Event Support	12	9
Food Beverage	761	9
Hospitality Reception	9	22
Professional Cookery	27	16
Tourism Reception	21	0
Tourism Guiding level 4	15	1
Total	883	148

Skills Programmes & non-accredited training

Skills programmes are registered nationally and not provincially. In addition, non-NQF qualifications are not registered with SETAs.

Projects

THETA currently does not have any projects in operation in the Western Cape, although the South African Tourism Institute (SATI) does project work in the Western Cape via its schools and teacher support programmes. SATI was established in 2001 and received funds from the Spanish Government to contribute to training and development in the sector.

Providers

There are not sufficient FET and HE institutions that offer the skills training required by the tourism and hospitality sector, and they have yet to engage THETA and its NQF qualifications tangibly. THETA companies tend to use single-purpose private providers.

Expenditure & Grants

Learnership grants are,

- Unemployed learnership grants = R15 240.00
- Employed learnership grants = R12 000.00

Tourist Guides: 1 821 were beneficiaries of the RPL Grant that THETA paid to Tourist Guides who have been assessed against National Qualifications Framework Guiding Qualification in order for them to be registered with Department of Environmental Affairs and Tourism as “legal” guides. An estimated number of 251 are still going to be supported by 30 November 2005.

Challenges & Problems

No problems were identified.

Transport Education and Training Authority (TETA)

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National and Provincial Sector Profile

The Transport Education and Training Authority (TETA) has 8 053 registered companies of which approximately 7 000 pay levies. An estimated 4188 companies employ fewer than 49 people and the total number of people employed by formal businesses in the transport sector is estimated at 258 000.

TETA has 8 chambers:

- Maritime (based in the Western Cape)
- Aerospace
- Forwarding and Clearing
- Freight Handling
- Rail
- Road Freight
- Road Passenger (commuter services)
- Taxi (metered and kombi taxis)

TETA has a Maritime Chamber located in the Western Cape as a large proportion of the sector's core business takes place at the coast. A general ETDP practitioner is based at this office and co-ordinates skills training activities across all TETA's chambers within the province. The practitioner is responsible for monitoring and verifying training.

Informal employment within the taxi, small boat and SMMEs sub-sector is estimated at 200 000 employees. The SMMEs form a major part of the transport sector. Approximately 65% of the companies in the fishing industry are SMMEs and 50% of the companies in the road freight industry are SMMEs. The majority of these SMMEs fall within previously disadvantaged communities.

Table: Number of registered levy paying SMMEs per chamber in W Cape

Chamber	No of SMMEs
Road Freight	40
Aerospace	10
Road Passenger	10
Taxi	10
Maritime	1084
Forwarding and Clearing	6
Freight Handling	13

One of the areas that have prevented the participation of the SMMEs within the skills development process is the paperwork. To assist the SMMEs with this process TETA provides the option of either submitting WSPs or applying for voucher training. TETA aims to support about 30% of SMMEs by March 2005.

TETA has a documented SMME Support Strategy. A key aspect of the strategy is access to generic small business training based on unit standards and a voucher system. The training will focus on generic management skills and technical industry specific skills in the sector. A voucher allows a TETA levy-paying SMME access to training provided by accredited providers. The vouchers amount to a value of R130.00 per credit. The training is demand driven and takes the form of skills programmes.

Table: Largest levy paying employers in the Western Cape

<ul style="list-style-type: none"> • I & J • Sea Harvests • Unicorn • ACSA • Fresh Produce Terminals • South African Container Depot • Commercial Cold Storage • Spoornet • Transnet 	<ul style="list-style-type: none"> • CHC • South African Port Operations (SAPO) • Portnet • National Port Authorities • Intercap • Golden Arrow Bus Services • SPAR WC • Metrorail
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Skills Planning & Priorities in the Western Cape

TETA currently does not have a separate SSP for the Western Cape, but the 2005 – 2009 SSP will include business priorities for the Province.

TETA uses the WSP, SMME applications for voucher training, relevant skills research and strategic workshops to inform them of skills training priorities in the sector.

The skills training priorities vary from chamber to chamber. A major focus in the Western Cape is on freight handling, fishing, maritime skills, professional driving and commercial piloting. Fork lifting and contact management are also viewed as important skill areas in the province. TETA also facilitates the training of people in advanced driving and customer relations and has developed a *National Certificate in Professional Driving* at Level 3 for this purpose.

TETA in collaboration with Department of Transport conducted a skills audit in the transport industry to determine the training requirements within the industry focusing on the taxi industry.

Partnerships: TETA has developed the following partnerships:

- Departments of Transport & Labour, the Labour centres, and Ntsika;
- TETA has quarterly SDF workshops at which all the TETA stakeholder needs are addressed in the Western Cape;
- TETA is represented on the Provincial Skills Development Forum and participates in the Learning Cape Festival in collaboration with other SETAs;
- SAMSA and the Civil Aviation Authority, the regulatory bodies in the maritime and aviation sectors, help to ensure that new training interventions are in alignment with industry needs.

Provision

Learnerships & Skills programmes

TETA agreed at the national Growth and Development Summit to implement learnerships for 313 unemployed learners.

A total of 18 976 learners received structured learning in the Western Cape across TETA's 8 Chambers during the period 2003 – 2004.

There are 22 unemployed learners participating on learnerships in the Western Cape – they include the *National Certificate in Maritime Studies*, *National Certificate in Freight Handling Logistics*, and *National Certificate in Professional Driving*.

Projects

TETA is engaged with the following projects in the Western Cape to facilitate training:

Small boat fishing and taxi industries (NSF funded). The aim is to provide relevant, NQF aligned learning to 1750 learners currently employed by SMMEs within the fishing industry by October 2005. This includes HACCP training to ensure that healthy and hygienic practices are followed within the small boat fishing industry. Within the taxi industry, the target is to provide 150 people with professional driving, basic business administration and customer care skills.

ABET project: TETA has organised ABET training programmes for larger companies. The programme is taking place at SPAR Western, South African Container Depot and the Fresh Produce Terminals in the Western Cape. There is a total of 28 learners on ABET programmes.

HIV/Aids project: The Road Freight Chamber is running a national HIV/Aids Training Course. Within TETA there is a HIV unit which deals with applications for AIDS training. TETA provides the service provider and course material.

Training black helicopter pilots: CHC Helicopters is running helicopter pilot training for black pilots. The organisation is currently responsible for the training of one learner – if found competent he will obtain the Commercial Pilot Licence in aviation.

Apprenticeships

There are currently 13 learners completing apprenticeships in the Maritime Sector.

Providers

TETA's ETQA unit is responsible for accrediting training providers who operate in its primary focus areas, namely freight logistics and passenger transport, and associated support functions, including the defence industry and seafaring aspects of fishing.

TETA has entered into MoUs with SAMSA and CAA regarding joint accreditation.

Challenges & Constraints

Some of the problems that prevent SMMEs from participating in learnerships are their lack of capacity and the nature of the business. For example, small boat fisherman cannot leave the boat during a fishing period.

There is a lack of accredited service providers. In addition, learners have complained that the providers and moderators are not always available to give them support. Learners often drop out of learnerships before completing them.

Some companies are not set up to run learnerships, as they do not have trained assessors and mentors.

Selection criteria for learners need to be clarified. Many companies do not know that they can find unemployed learners for learnerships from the Department of Labour's database.

Wholesale & Retail Sector Education and Training Authority (W&RSETA)

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W&RSETA has established offices in the Western Cape and KwaZulu Natal, which will start operating on the 1st of September 2004. Contact details will be published as soon as the offices have started operating.

National and Provincial Sector Profile

The Wholesale & Retail Sector Education and Training authority has approximately 40 277 registered companies and 26 409 levy paying companies, this means that a total of 53% of companies claiming grants.

There are approximately 806 000 employees in the formal employment in the Wholesale & Retail sector.

Skills Planning & Priorities in the Western Cape

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) is currently in the process of developing a Sector Skills Plan (SSP) for the next 5-year period, i.e. 2005 – 2009. As part of this process, Stakeholder Consultative workshops were held in all the nine provinces, with the following objectives:

- Discussing challenges and other issues related to the current implementation of the Skills Revolution;
- Discussing the future National Skills Development Strategy objectives;
- Receiving stakeholder inputs for inclusion in the final SSP document.

The workshops were a success. The SSP will be submitted to the Department of Labour and will later be published on the W&RSETA website.

Provision

Learnerships

In November 2003, the SETA held graduations of 389 learners who have completed their learnership, in Gauteng, KwaZulu Natal, Cape Town and the Eastern Cape.

To date, W&RSETA has registered 5 323 learnership agreements. The split is that a total of 1323 are 18.1 learners (employed) and 4 000 are 18.2 learners (unemployed).

In terms of people living with disabilities, the SETA has a target of registering 150 learners by March 2005.

The SETA has developed a Wholesale and Retail Sector Specific Orientation Guide for employers to assist them to prepare their workplaces for the implementation of the learnerships.

For this phase, the SETA has developed learning materials and the materials have been provided to those companies that are implementing learnerships, at no cost to the company and the training

provider. This decision was taken in the hope of supporting SMME/BEE companies that cannot afford the cost of developing and printing learning materials, to get them on board.

We have also developed 6 learnerships and these have been forwarded to the Department of Labour for registration. We anticipate that they will be registered which will mean that the number will increase to 11 registered learnerships.

Projects

SMME programme: The SETA is implementing 5 learning programme in the informal sector. This is a SETA sponsored project and it is at no cost to the SMMEs, in support of Black Economic Empowerment.

- Customer Service with 16 Credits on NQF Level 4.
- Displaying and Marking Merchandising with 8 Credits on NQF Level 2.
- Computer Technology with 10 Credits on NQF Level 2.
- Financial Management with 25 Credits on NQF Level 5.
- Selling Goods & Services with 16 Credits on NQF Level 4.

The programme takes about a month and the SETA has 28 FET colleges that are involved in the management of the project in the various provinces.

The **ABET Programme** is a W&RSETA sponsored programme and it is offered at no cost to all ABET learners employed within the Wholesale and Retail Sector.

Some of the objectives of the project are to:

- Assess 12 000 learners for placement purposes;
- Train 8 000 learners

To date, W&RSETA has:

- Over 4 500 learners that are being trained
- Over 30 companies have release their employees to participate in this project Over 500 learners will write their ABET examinations in June 04.

Project RAVE (Retrenched & Victory to Enterprises): W&RSETA's Project RAVE is a NSF funded project. The aims of the project are to assist SMMEs to improve their businesses and to assist unemployed or retrenched people start their own enterprises. The W&RSETA entered into a strategic partnership with Ntsika Enterprise Promotion Agency to ensure the successful implementation of the project. No specific targets were set for the provinces and the national targets for the project are that by May 2005:

- 5000 SMMEs in the Wholesale and Retail sector are capacitated;
- 5000 retrenched/unemployed people are assisted with starting up their own businesses;

W&RSETA selected a total of 90 provider institutions from all nine provinces for the implementation of Project RAVE. One staff member from each institution was sent to a provider capacity workshop to equip them with the skills required for Business Start-up and Business Performance Improvement.

In the Western Cape, there were 718 beneficiaries in Phase 1, 524 in Phase 2, and 840 in Phase 3.

Financial Management Programme: The SETA has a flagship SMME project, the Financial Management Programme for 300 SMMEs. It involves partnerships with FET colleges and Local Business Service Centers in Gauteng, Western Cape, Eastern and KZN. No specific details are available for the Western Cape.

SUMMARY OF PROJECTS APPROVED

Surplus Funds Year 2001-2004

LEARNERSHIPS						
Project	Budget	Expenditure	Available	Start	End	Balance Duration
Learnerships Pilot Phase 1	12368	11683	685	April 2002	April 2004	Nil
Learnerships Phase 2 (National Roll Out)	17234	10918	6317	September 2002	March 2005	7 months
Learnership phase 3	73684	50475	23210	April 2004	April 2005	8 months
JDG	R 1,218.00	R 231.00	R 987.00	April 2004	October 2004	3 months
SKILLS						
Training of Registered SDFs/ISDF	20 175	11 985	8 190	November 2001	March 2005	7 months
CEO SPECIAL INITIATIVES						
Waterkloof High	470	456	13	August 2002	August 2003	Nil
JIP	7 105	5 506	1 598	November 2002	December 2004	5 months
Capacity Building	8 772	0	8 772	August 2004	August 2005	12 Months
General	514	514	0			
ETQA						
Assessor Development Phase 1	782	790	-7	April 2001	March 2002	Nil
Assessor Development Phase 2	5 218	4 023	1 195	April 2002	March 2004	Nil
ABET	24 839	13 446	11 393	July 2003	March 2005	7 months
RPL *	7 895	832	7 063	September 2004	September 2006	2yrs
Sub-Totals						
SMMEs						
Financial Management for 300 SMMEs	3 158	2 551	-	July 2002	March 2003	Nil
Information Support	877	42	835	July 2002	March 2005	7 Months
SMME Profile	-	-	-	April 2002	March 2003	Nil
SMME General	673	591	82	April 2002	March 2003	Nil
SMME National Rollout	8 629	2 849	6 387	August 2004	March 2005	7 months
Total amount for projects	194 658	117 993	76 665			

Expenditure & Grant Structure

Due to the over subscription of the learnership intake for phase 3 the seta requested additional funds from the Department of Labour from the National Skills Fund.

- Unemployed learners the allowance is R14 400 for the learner and for the Management & Delivery of the learnership
- Employed learners the allowance is R10 600.

The figure for the people living with disabilities is bit higher, due to special requirements and it is R33 000 per learner, these figures are for the period

Challenges & Constraints

There is still a need to increase the participation of companies in learnerships.

Increasing the number of SMMEs participating in the skills development process.

Accrediting training providers, assessors and moderators.

Sources – documents & interviews

BANKSETA	No documents provided
Interview	Skills Development and Learnership Manager
CETA	Sector Skills Plan (April 2000 – 2005) An Employer's Guide to Paying Levies and Claiming Grants (Pamphlet) Annual Report (2002 – 2003) Columns – Newsletter (Volume 2 Issue 1) NSF project slides Learnership Statistics and Career Map (Pamphlet) NSF Skills Fund Project (Pamphlet) CETA Western Cape input to the Quarterly Monitoring Report
Interview	Manager Western Cape Office
CHIETA	Annual Report (2002 – 2003) CHIETA News (June 2004)
Interview	Manager Western Cape Office National office
CTFL	SMME Strategy for the Clothing Industry SMME Cluster Project Progress Report Document on Promotion of Learnerships in the CTFL sector Sector Skills Priorities Descriptions (2004/2005)
Interviews	Clothing Chamber Manager (Western Cape) Footwear Chamber Manager (Eastern Cape) National office Communications Manager
DIDTETA	No documents provided
Interview	Senior Manager Skills Development
ESETA	Draft SMME Skills Development Strategy (2003) Annual Report (2003) ESETA Accreditation Documentation (April 2004) Employer Implementation Toolkit Learnerships (Pamphlet)
Interviews	Skills Development & Planning Manager (Head Office) Regional Officer of the Western Cape
ETDP SETA	Annual Report 2003
Interviews	Manager of Research Planning and Information Management Department Research and Data Evaluator HoD Learnerships and Skills Programmes
FASSET	FASSET Sector Profile, HSRC, 2002 Draft Sector Skills Plan 2005 – 2009
Interview	Skills Planning Researcher
FOODBEV	No documents provided Website search
Interview	Skills Planning Manager
FIETA	Shintsha Project Newsletter
Interview	ETQA/Learnership Manager Head of Department Project Manager Furntech

HWSETA	Business Plan (April 2003 – March 2004) Annual Report (2002 – 2003) Annual Report (2001 – 2002)
Interview	Chief Executive Officer
ISETT	Sector Skills Plan (2002/3) Aggressive Drive to solve skills shortages, Business Report, July 2004 Sector Skills, Planning and Research (pamphlet) ISETT slides
Interview	Manager Western Cape Office
INSETA	Annual Report (April 2000 – March 2001) Annual Report (April 2001 – March 2002) Annual Report (April 2002 – March 2003) Sector Skills Plan (2002 – 2003) National Skills Development Strategy Implementation Report (April 2002 – March 2003) INSETA's guide to skills development. (Booklet) INSETA Learnership Funding Policy (June 2004) The Financial Charter (Booklet) Fit & Proper guide to compliance (Pamphlet) Learnerships Your assurance in Insurance (Pamphlet) Employment Profile of Insurance Sector (Pamphlet)
Interview	Corporate Services Manager Western Cape Regional Adviser
LGWSETA	Annual Report (April 2002 – March 2003) LGWSETA Quarterly Newsletter (March 2003) LGWSETA Quarterly Newsletter (December 2003) LED News Bulletin (June 2004) LGWSETA Siyaya learnership (newsletter) News Bulletin of the LGWSETA (2003) Learnerships in Water (pamphlet)
Interview	Manager Western Cape Office
MAPPP	Document on CREATE SA Document on Learnerships (March 2004) Monitoring Report (April 2004) Learnerships (Pamphlet) Annual Report (2002 – 2003) Sector Skills Plan (Updated version February 2001) Sector Skills Plan (April 2000 to March 2001) Learn – Learn to earn (Pamphlet) Sector Demographics (February 2004) Business Plan (April 2003 to March 2004) Business Plan (April 2004 to March 2005) Mid – term Skills Plan Review
Interview	Skills Development Adviser CREATE SA Regional Coordinator
MERSETA	Business Plan (April 2004 – March 2005) Review and Update of the MERSETA SECTOR SKILLS PLAN, CASE (April 2002) Western Cape Regional Office Report for first half of 2004 Progress report on MERSETA Bursary Scheme (July 2004)
Interview	Western Cape Regional Manager
MQA	Draft Sector Skills Plan (2005 – 2009) Report on Proposed training for SMME and women in the Western Cape (June 2004) Strategy for the support of SMMEs in the Mining and Minerals Sector with Skills Development (2003)
Interviews	Chief Operating Officer Skills Development Manager

TETA	Want to go places in life? (Booklet) Annual Report (April 2002 – March 2003) On the Move, Quarterly newsletter (Summer 2003) SMME Support Strategy
Interview	General ETD P Practitioner (Western Cape)
PAETA	No documents provided Website
Interview	Chief Executive Officer
Poslec SETA	Chapter on Sector Profile from Draft Sector Skills Profile 2005 – 2009
Interview	Head of Skills Planning and Research
PSETA	No documents provided Website
Interview	Researcher
Services	Learnership Hygiene & Cleaning NQF Level 1 (pamphlet) Update (Publication) Spring 2003 Annual Report 2003 Services SETA - Research Journal (Volume 3 Number 1 2003) Services SETA Newspaper (April 2004) Services SETA CEO publication (2003) Microscope news from the Micro and Small Enterprises of the Services SETA (Nov 2003) Levie & Grants News from the Levies and Grant Division of the Services SETA (Dec 2003) The A – Z of Learnerships in the Services SETA Communique Official Newsletter of the Services SETA 3 Star Grading System Project Vrygrond Empowerment Project – The Project Manager's report (May 2004) Project Learning Point (extract on Learnership Academy) (2004)
Interviews	Western Cape Regional Co-ordinator SSP & Research Manager (Head Office)
SETASA	Business Plan (2003 – 2004) NSDS Progress Report (April 2001 – March 2004), DOL Chief Directorate: SETA Co-ordination June 2004 Assessment Report: SETA's Performance/Compliance, April 2003 / March 2004 DOL SETA Co-ordination Indaba SETASA (Newsletter) March 2003 SETASA News, June 2004 Extract from document on Sub-Sectoral Units in the secondary agricultural sector Annual Report 2002 Background market research on the fruit packaging and processing industry: Identifying strategic themes – Synthesis report on Phases 1 & 2 of the project Prepared by P H Spies (July 2003) Annual Report (2003)
Interview	Skills Development Co-ordinator based in Stellenbosch
THETA	THETA Sector Skills Plan (2004 – 2005)
Interview	General ETD P Practitioner (Western Cape) Skills Programme Manager Learnership Co-ordinator
W&RSETA	Annual Report 2002 – 2003 Learnership Progress Report
Interview	Public Relations Officer
GENERAL	Final report: HR & SD Strategy Framework PGWestern Cape (November 2003) Government Gazette 20 March 210102 Quantitative Overview of the Further Education and Training College Sector, the New Landscape (2002) State of Skills in South Africa, DoL (Version 9 20/10/03) Towards a Centre For Extended Learning, Nat Access Consortium Western Cape (2003) www.labour.gov.za www.capegateway.gov.za

Acronyms

18.1	Employed learners on a learnership
18.2	Unemployed learners on a learnership
Section 28	Trade test without attending a course, could be taken as a form of RPL
Section 13	Indentured trade test
ABET	Adult Basic Education & Training
DEDT	Department of Economic Development & Tourism
DoE	Department of Education
DoL	Department of Labour
ECA	Electrical Contractors Association
ECD	Early Childhood Development
EPWP	Expanded Public Works Programme
ESDLE/A	Employment and Skills Development Lead Employer / Agency
ETA	Education and Training Authority
FET	Further Education & Training
GDS	Growth & Development Summit (provincial & national)
GETC	General Education & Training Certificate
HE	Higher Education
HRDS	Human Resources Development Strategy
ICT/IT	Information Communications Technology / Information Technology
IDP	Integrated Development Planning
IIP	Investors in People
LED	Local Economic Development
MoU	Memorandum of Understanding
NAFU	National African Farmers Union
NGO	Non governmental organization
NSDS	National Skills Development Strategy
NSF	National Skills Fund
NQF	National Qualifications Framework
PSDF	Provincial Skills Development Forum
RPL	Recognition of Prior Learning
SALGA	South African Local Government Association
SAMDI	South African Municipal Development Institute
SARS	South African Revenue Services
SAQA	South African Qualifications Authority
SDF	Skills Development Facilitator
SETA	Sector Education & Training Authority
SGB	Standards Generating Body
SIC	Standard Industrial Classification
SMME	Small medium micro enterprises
SSP	Sector Skills Plan
WCED	Western Cape Education Department
WSP	Workplace Skills Plan

INTERVIEW GUIDE

SETA ACTIVITIES IN THE WESTERN CAPE PROVINCE

A. Strategic Skills Planning & Priorities in the Western Cape

What informs the SETAs strategic priorities in the Western Cape?
Do you have a skills development plan for the Western Cape?

If not, are you planning on this? And how do you currently plan for skills development?

2. In relation to the Growth & Development Summit (GDS) Agreements (June 2003), how many of the learnership agreements have you devolved to the Province?

Learnership title	NQF Level	No of learners	
		Male	Female

3. What are your provincial project targets for 2004?

Projects	No of unemployed learners		No of employed learners	
	Male	Female	Female	Male
RPL				
ABET				
Disability				
Unemployed				
Other				

B. Top 10 employers in the Western Cape

Who are the top 10 employers in your sector in the Western Cape?
Are you aware of links between these companies and SMMEs, and the nature of these links?

C. SMMEs

What percentage of your companies are SMMEs?

How many SMMEs are there in the categories below and what percentage of the employed are in each category:

Category	% Employed	No of SMMEs
0 – 10	
10 – 50	
50 - 149	

Do you have an SMME strategy?

What problems are the SMMEs experiencing in learnership implementation?

What support do you offer to SMMEs that run learnerships?

What problems prevent SMMEs from implementing learnerships?

Have you documented successfully implemented learnerships in SMMEs? If not, what has helped to make these experiences successful?

What SMME projects have you set up in the Western Cape?

Project name	No of learners on project	No of SMMEs participating in project

D. Learnerships

In the implementation of learnerships have you experienced problems in any of the following areas:

Area	Type of problem
Learning material	
Assessment guides	
Curriculum development	
Workplace learning	
Accreditation	
Providers	
Other	

Have you documented successfully run learnerships? If not, what were the reasons for these learnerships being successful?

How many learners do you currently have on learnerships?

Learnership title & level	Location		Unemployed		Employed	
	Urban	Rural	Male	Female	Male	Female

Have you kept track of the unemployed learners after they completed the learnerships? If not, do you have a plan to do so? If so, how many of them:

Options	No of learners
Were employed by workplaces
Are still unemployed
Have registered for a higher - level learnership
Continued with other training interventions
Started their own businesses

Have you kept track of the employed learners who successfully completed their learnerships? If not, do you have a plan to do so? If so:

Options	No of learners
Did their work responsibilities change?
Did they register for higher - level learnerships?
Did they move to another company?
Did they leave the company and start their own business?

E. Skills programmes & non - accredited training

What proportion of training takes the form of skills programmes or short courses?

In which skill areas do these tend to be in?

Does your SETA incentivise these programmes, possibly through its system of grants?

F. Providers

What roles do providers play in terms of workplace learning?

Do you tend to use public or private providers?

What problems do you experience with your providers in relation to learnership implementation? Any solutions that you've identified?

G. Apprenticeships

Are learnerships increasingly replacing apprenticeship trade area training, and in which trades?

What has been the apprenticeship intake since January 2003 with regard to:

Trade	Gender	Race	Age	Section 13	Section 28	Rural/Urban

H. Projects

What has been your experience of running projects in the W Cape – constraints? Successes? Are they responsive to identified needs?

I. Institutionalisation

Do you have a regional board or committee, and what is its role?

Which stakeholders are represented on this regional board or committee?

J. Links with other provincial organisations

Do you have links with any of these organisations? If so, specify what they are.

Organisations	Joint projects	Occasional meetings
Provincial government structures (specify)		
Local government structures (specify)		
FET colleges		
HEI providers		
ESDLEs		
Other SETAs		
Professional & trade associations		
Industry & business bodies e.g. Business Cape		
Community groups (specify)		
Other		

K. Expenditure on provision of training

What is your grant structure with regard to learnership / skills programmes?

What is your budget allocation for SMME projects and Projects for the Unemployed?

Learnership / skills programmes provision, at a glance (Sept 2004)

SETA	Learnerships	Skills Programmes	Projects & Number of Learners in each
BANK	Finalising funding for learnerships	No information	Youth development through Learnerships (no figures available) Micro Finance Skills Project (no figures available)
CHIETA	132 learners (57 employed, 75 unemployed)	93 learners	PROTEC proj: place 1000 Technikon students in companies HIV/AIDS proj: 10 employees SMME support proj: 51 employees SET Proj: 30 learners bridging prog Medical Sales Rep: 15 black women ABET proj: 353 learners Oil, Gas: 1000 learners in maths/ science
CTFL	1576learners	No figures available	ABET: 3000 (nationally) Bursary Prog: 40 available ETDP Proj: 71 learners SMME Cluster proj: 641 learners
CETA	872 learners 11 apprentices	100 learners	EPWP: 180 learners IKWELO: 240 learners
DIDTETA	Converting 76 apprenticeships to 48 learnerships	No information	National Military Veterans Project: skills audit as basis for training To develop black professionals: 680 learners (national) Strategic Leadership Dev Prog: 151 learners (national)
ESETA	37 learners currently, also 23 on apprenticeships	103 completed	
ETDP	411 learners (March 2004)	No information available	Sakhisizwe: 185
FASSET	11 000 learners nationally; Public Sector Accounting Learnership, 20 learners in the Provincial Treasury		Moors Rowland Project: 20 (accountants) learners; Schiamatus – 28 (pupils) learners
FOODBEV	ABET: 3000 learners, learnerships 4450 (both national figures)	950 (national figure)	SASKO Sally: 30 learners Snowflake Bake for Profit: 300 women
FIETA	No figures available	460 learners	Shintsha project: 36 learners
HWSETA	882 learners	85 278 learners below NQF 1 (national figure)	EPWP – no figs
ISSET	805 learners	60 learners, IT engineering	Graduate Placement: 37 interns
INSETA	No information available	No information available	Leadership Advanced Project, 30 Insurance Employment Preparedness Prog: 50 learners Maths Upliftment proj, no figs
LGWSETA	273 learners	50 learners	ABET: 763 learners Community Dev Worker project, no figs Councillor Development project, no figs
MAPPP	758 learners 80 learners in apprenticeships		SMME support; Scarce Skills – 18 learners;
MERSETA	1438 learners (GDS) 968 trade tests 742 apprentices	No figures available	SEIFSA project: 200 learners Tool Making Assoc: 500 learners Boating Assoc SA: 400-600 learners Nat Bursary Scheme: 100 applicants ABET: 1000 learners Marketable Skills Project (no figs) SMME Project (no figs)
MQA	15-20 learners	Capacitate 1850 SMMEs (national)	Jewellery Mnfg; Small Scale Mining – 200 learners; Women in Mining – 150 learners;

		figure); 15 programmes that focus on hard-rock mining, 44000 learners nationally	ABET – 700 learners
POSLEC	107 learners	No information	National ABET project, SDF training project
PAETA	Approx 400 learners to date. 100 learners with NAFU planned 15 learners currently at Elsenberg	721 learners	11 projects e.g. Hybrid Project for seed export; flower export
PSETA	Consultancy being appointed to drive this nationally	No information	No projects in the province except to train SDFs
SETASA	80 learners	44 learners	Export Readiness: 3000 learners (nat fig) Bursary Scheme: 230 learners (nat fig) SMME support: 49 (nat fig) ABET proj: 53 learners
SERVICES	937 learners	247 learners	ABET training & bridging: 2000 Disability proj: 54 learners Vrygrond Empowerment Proj: 50 learners (100 jobs) New Venture Creation: 30 Supervisory: 10 Domestic Worker Proj: 1289
THETA	1031 learners	No provincial information available	SATI: working with educators Tourism Learnership Project with Business Trust, tour guides 2072 national
TETA	22 learners	18 976 learners	Small boat fishing & taxi industries: 1800 learners ABET: 28 learners Black helicopter pilot: 1 learner
W&RSETA	5 323 learners (national figure)	No information	Project Rave: 2082 ABET: 4500 (national)

Constraints and challenges at a glance (from SETA Fact Sheets, Aug 2004)

- a) Currently there is a poor understanding and grasp of the new education & training environment (e.g. OBE, the NQF, learnerships). There is therefore a huge need for *advocacy* and *capacity building* of providers and workplaces.
- b) The role of SMMES in skills development is crucial as all SETAs indicated that the vast majority of registered work places are in fact SMMEs. *SMMEs* however find it difficult to participate in the learnerships for many reasons: once trained, trainees leave the SMME; the SMME must close while training happens; SMME workplaces do not have all the requirements (assessors, mentors, quality assurance systems) and the paper work is immense and time consuming.
- c) *Workplaces & companies* are needed to host learners in learnerships. Currently there is insufficient buy-in. In addition, these organizations need to work with SMMEs for skills development.
- d) Training still tends to be *menu-driven* and not sufficiently in touch with demand.
- e) There is a huge need for accredited and suitable *providers*: they tend to be mostly in the urban areas; the accreditation process is slow and costly; they are reluctant to develop materials so the SETAs are tending to fund them; workplace providers are reluctant to implement learnerships; the role of providers to assist workplaces is insufficiently developed; public providers are still adjusting to the new framework; there is a poor relationship between providers especially between public and private providers.
- f) Some sectors have an extremely *low skills base* with a huge need for ABET across many occupational categories, which makes learnership implementation extremely difficult. In such a context, attracting young people with better skills is essential.
- g) *SAQA* processes i.e. accreditation and developing and registering of qualifications and unit standards, are slow.
- h) *Incentives* to providers to implement learnerships are inadequate.
- i) Only 11 *SETAs* have offices in the province. SETAs often do not link with each other especially for quality assurance of programmes. They are cash strapped so often cannot employ sufficient staff to perform all their functions adequately especially monitoring learnership implementation.
- j) Identifying *learners* can be difficult and they are often placed at an inappropriate level. Mentors are often not available to assist them, and many drop out. Employed learners are often threatened by unemployed learners being taken on and are even more reluctant to leave their workstations to attend training. Additionally, work schedules makes taking time off for training very difficult. The language of learning materials tends to be English, which is often inappropriate.

NGDS / PGDS Agreement on Learnership Targets, at a glance, Nov 2003

SETA	National target	Provincial target	Learnerships in the province, a sample
PSETA	10 000	1 000	0
MERSETA	8 831	2 838 (838 unemployed)	NQF L2: 145 employed, 29 unemployed NQF L3: 7 employed
DIDTETA	8 600	2 150 unemployed youth, 1 800 employed & unemployed	
THETA	8 000	215 (unemployed 205 employed 10)	
MQA	7 340	Provincial targets are not to be identified	
ETDP	5 000	Provincial targets are not yet identified	
SERVICES	4 148	Provincial targets are not yet identified	NQF L1: 80 employed, 80 unemployed NQF L2: 1 employed, 27 unemployed NQF L3: 38 employed, 132 unemployed NQF L4: 67 employed, 262 unemployed NQF L5: 70 employed, 118 unemployed
TETA	2 250	313 unemployed	
CETA	2 174	206 (employed and unemployed)	NQF L1: 75 employed NQF L2: 2 employed NQF L3: 13 employed
HWSETA	2 000	479 (employed 100, unemployed 379)	
W&RSETA	2 000	Provincial targets are not to be identified	
SETT	1 500	Provincial targets not yet identified	NQF L4: 12 employed, 289 unemployed, NQF L5: 12 unemployed
CHIETA	1 466	367 (estimate)	
FOODBEV	1 200	360 (estimate)	
FASSET	1 200	Provincial targets are not to be identified	
CTFL	1 080	Provincial targets are not yet identified	2003: NQF L2: 540 employed, 76 unemployed 2004: 418 employed, 2050 unemployed
BANK	1 050	Provincial targets are not to be identified	
PAETA	1 000	96 (no indication if employed or unemployed)	
FIETA	825	Unavailable	
ESETA	782	Provincial targets are not to be identified	
LGWSETA	670	74 unemployed	NQF L1: 750 employed NQF L2: 200 employed, 40 unemployed NQF L4: 200 employed, 20 unemployed
MAPPP	653	163 unemployed	NQF L4: 18 employed, 1 unemp NQF L5: 10 employed, 43 unemployed
SETASA	489	Provincial targets are not to be identified	
INSETA	350	140 (estimate)	NQF L2: 17 unemployed NQF L3: 2 employed, 9 unemp, NQF L4: 153 employed, 28 unemployed
POSLEC	300	Provincial targets are not to be identified	
TOTAL	72 908		

(from, HR&SD Framework, PGWC Nov 2003)

Employers big and small, Sept 2004

SETA	Major employers	% SMME employers (approx)
Bank	ABSA, First Rand, Nedcor, Standard	-
CHIETA	PETROSA, Consol, Pfizer, Engen, Caltex, Shell, BP, Glasko Smith Kline	85%
CTFL	Clothing: Bonwit, Pep Clothing, Cape Underwear, Bibette; Footwear/Leather: Barker, Jordan, Olympic Fair, Green Cross Textile:	60% (mostly in clothing)
CETA	NMC, Haw Inglis, Power Construction, Martin & East, Asla, WBHO, Murray & Roberts, HE Boehnke, Group 5, Grinaker LTA	96%
DIDTETA	Depts of Defence, Foreign Affairs, Trade & Industry, NIA, SASS, Armscor, Competition Commission	-
ESETA	Electrical Reticulation co, Brand Engineering SA, Goddards Electrical, Faradays Electrical, L Thompson & CO, Newlands Electrical, Racec, WG Dixon, Atlas Electrical, Hiteck Electrical	80%
ETDP	Dept Ed, HEI, private education & training providers, independent schools, ETD NGOs, ECD, Trade unions, libraries, political parties, research organisations	85%
FASSET	Investment entities & trusts, stock broking and financial markets, accounting / bookkeeping / auditing / tax services, SARS, business & management consulting services	97%
FOODBEV	Baking, cereals, confectionary & snacks, beverages, dairy, food preparation, processed & preserved meat, fish, fruit and vegetables	85%
FIETA	Wood products, pulp & paper, forestry, furniture	SMMEs contribute 42% GDP
HWSETA	Gov depts, hospice care, doctors in charitable organisations, community services, NGOs, private enterprises	92%
ISETT	IT, electronics & telecommunications	88%
INSETA	Old Mutual, Sanlam, Santam, Metropolitan Health, Metropolitan Life, Momentum, Sage, Discovery	80%
LGWSETA	Unicity, 5 District Councils, Overberg Water Board, A L Abott & assoc	-
MAPPP	Media 24, Maskew Miller, De Burger, Paarl Gravure, Independent Newspapers, Paarl Web, CTP Ltd, Nampack Ltd, Lithotech, Mondipak, Reader's Digest, Saatchi & Saatchi	97%
MQA	Coal, Gold, Diamond, Platinum, Cement Lime Aggregates & Sand, Services incidental to mining, diamond & jewellery manufacturing	Jewellery Mnfng & Small scale mining
MERSETA	Saldanha Steel, Atlantis Foundry, Atlantis Forge, Plastform, USABCO	80%
POSLEC	SAPS, Depts of Correctional Services, & Justice & Constitutional Dev, Securicor Gray, ADT, Enforce Security Cape, SECURECO, Buchanan Boyes Thompson, Sonnenberg Hoffmann Galombik	Security sector
PAETA	Du Toit Group, Le Roux Group, Molteno Brothers, Melsetters Trust, Kangra Group, Suiderland Plase, AS Viljoen en Seuns, Witsenberg Properties, Lourensford Estate Farming, De Keur Estate, JD Dirsten Trust, Howbill Properties, Mooigezicht Estate, Fairview Trust, Monteith Trust	83%
PSETA	Gov depts	-
SETASA	Country Fair Foods, Rainbow Farms, British American Tobacco SA, Ceres Fruit Growers, WPK, Capespan, Algemien Boerdery, Boland Agric, Two-a-Day, PPECB, Patensie Citrus, Colours Fruit, Sundays River Citrus	90%
Services	Noan Ltd, Highveld PFS, Nursing Services of SA, Servest, Research Surveys, Old Mutual Properties, Pam Golding Properties, V&A Waterfront, Broll Real Estate, Rentokil, Bonheur General Trading, HT Groep	95%
THETA	Hospitality, Travel & Tourism Services, Gambling & Lotteries, Conservation & Guiding, Sport & Recreation	Maj
TETA	I&J, Sea Harvest, Unicorn, ACSA, Fresh Produce Terminals, SA Container Depot, Commercial Cold Storage, Spoornet, Transnet, CHC, SAPO, Portnet, NPA, Intercap, Golden Arrow Bus Services, SPAR WC, Metrorail	55%
W&R	Information not provided	-

Learnership Grants, at a Glance

The amounts budgeted for by SETAs for learnerships varies tremendously. This is partly because of the differences in materials and other inputs needed by the different learnerships, and it is partly to do with whether learners are employed or unemployed (often referred to as 18.1 and 18.2 learners respectively) with the unemployed being paid a stipend for the duration of the learnership. Government has regulated on the minimum that unemployed learners can be paid (Gov Gazette, June 15, 2001. no. 22370). This has been modelled on the apprenticeship system and it depends on the number of credits achieved.

By and large, the SETAs carry the largest costs of the learnerships and includes in many cases of producing learning materials for use by providers in implementing learnership programmes. Government also offers a tax rebate to employers that host learners.

A glance at the learnership grant structure across some of the SETAs reveals the following:

SETA	Learnerships		Skills Programmes	
	Employed	Unemployed	Employed	Unemployed
CHIETA	R13000	R15000 + R7500	R130	R150
CTFL	R15000	R22000		
CETA	R17500 – R25000			
ESETA	>149 employees, R3000 <149 employees, R6000	>149 employees, R6000 <149 employees, R8000		
FASSET	R25000			
Foodbev	R10000 + R50/credit	R10000 + R96000 allowance + R50/credit	R50 per credit	
FIETA	R22000	R22000 + R120/week		
HWSETA	R5000	R12500 & R20000 for disabled learners		
ISETT	R25000	R26760 – R33480		
INSETA	R9000 & R11000 for disabled learner	R18000 & R22000 for disabled learner; R25000 black		
LGWSETA	R15000			
MAPPP	R29500	R63000 (printing, packaging); R72000 (advertising)		
MQA	R10000		R250	
MERSETA	R21000	R33000	R5000 max (R40/credit)	
PAETA	R10500	R18900	R125/credit	
SETASA	R12500	R15000		
Services	R6000 – R16000	R20000 – R60000		
THETA	R10645	R12000		
W&R	R18000	R18000 + allowances		