

Manufacturing, Engineering and Related Services SETA (MerSETA)

Induction Training:

Learners registered against the learning programme (Apprenticeships and learnerships)

What is the merSETA

Manufacturing, Engineering and Related Services Sector Education and Training Authority(MerSETA) is one of the 21 SETAs established through the skills Development Act[no.97 of 1998].

It facilitates skills development for the following sub sectors:

- Metal and Engineering,
- Automotive manufacturing
- Motor Retail and components manufacturing
- Tyre manufacturing
- Plastics and industrial rubber industries

Parties to Learning Programmes Agreement

- Employer:-
 - Provide the opportunity for on the job training. To consistently apply the Basic Conditions of Employment Act. Fund training arrangements
- Learner
 - To be obedient and attend to all training requirement
 - Gain structured and theoretical learning
- Skills development providers
 - To provide knowledge and structured skills components
 - Provide the learner support as required
- SETA:-
 - Register the Agreement as per section 18(1-6) of the Skills Development Act and monitor training and assessments
 - Facilitate contract registration and contract terminations

The employer's role

- Workplace approval to ensure quality of on the job training
- Provides mentorship and on the job coaching to the learner
- Ensure that the relevant training plan for structured and practical work is adhered to.
- Release the learners during normal working hours to attend planned training
- Guides and support learner and mentor
- Comply with the relevant legislative requirements :-
 - Basic condition of employment Act; Labour Relation Act ; Employment Equity Act; Occupational Health and Safety Act; Compensation for Occupational injuries and Diseases Act and Unemployment insurance act
- Adhere to amended Sectoral determination No 5 or bargaining council's rates as determined
- Relevant skills development provider training and technical studies paid by the employer
- Commits to the learning programme agreement

The learner

- Work for the employer
- Be available for learning and work required
- Must adhere to the policies and procedures of the employer
- Will be treated like any other employee
- Sign a binding learning programme agreement.
- Attend theoretical and structured training at the employer/skills development provider and internal assessments
- Be available for the learning and work requirements
- Learner must be supervised by a qualified coach who will be responsible for the work done

The MerSETA

(The Authority)

- Ensures quality of on the job training: workplace approval
- Ensure quality of Skills Development Provider training through accreditation process: Quality Assurors
- Register and terminates learning programme agreements as per section 17(3) and (4) of the skills development act.
- Monitors training of learners and guides employers where necessary
- Quality assesor for relevant qualifications assessments/trade test on behalf of QCTO/NAMB
- Issues relevant qualifications certificates through QCTO
- Keep all relevant learner records.
- Carries out induction training

The Skill Development Providers

- Accredited to ensure institutional training meets the learning programme requirements
- Share the training plan with the employer and learner
- Conduct internal assessments for theoretical and practical skills components specified in the learning programme.
- Ensures proper training records of the learner training are kept, engage learners and employers regarding the learners training progress
- Ensures that the external final summative integrated Assessments/trade test takes place

Assessment requirement/ process

- Minimum educational criteria and have completed all unit standards or modules of artisan learning programme , and satisfies the requirements of the structured workplace learning for a minimum period of 12 months.
 - N2 Certificate including the relevant trade theory
 - Relevant engineering NC(V) at NQF 3
 - Technical Grade 12 with Maths, Engineering Science and related trade theory
 - Relevant (directly related to the trade theory subjects) N6 certificate or National Diploma (S or N stream)
- For Non trade related occupational qualifications see the skills development provider's slide

Assessments application requirements for contract learners

- Learners apply to the relevant SETA for assessment(Trade test or final summative assessments)
- They will have to submit all relevant information and application forms
- Seta to submit the application to the relevant Assessment centres (In line with section 26D of the act)[trade test centres or QCTO accredited AQP's] then follow the section 7(2) and (3) of the regulation
- Internal summative assessment competence will be the determination factor

Disciplinary

- Disciplinary Procedures- company policy and procedures
- Appeal to the SETA
- Appeal to the CCMA
- merSETA to be informed when the company suspends a learner
- Request for learning programme termination to be submitted to the merSETA for authorization
- merSETA will investigate all agreement termination
- Termination of agreement may only be approved by the merSETA and only then the learner can leave his/her employment
- Company/Skills development provider to provide all the credits or log books that the learners had accumulated

Termination of learning programme agreement

- Termination of agreement by written agreement between the employer and the learner as per section 6(1).
- Terminate the agreement where the employer or the learner has requested on good cause as per section 6(2)
- Lapsing of the agreement as per section 8 (1) and(2): This happen only when the termination date has been reached

Appeals Procedures

- Appeals should be as per labour relation Act. Internal process to be followed first
- If the learner/employer feel aggrieved against the decision of the merSETA they may appeal to the CCMA within 30 days of the decision.

Transfer of the learning programme agreement

- Learner; skills development provider or the employer can request for the learning programme agreement transfer in line with section 4 in conjunction with section 6 (1 B) and (1 C)
- Prospective company –workplace approved
- Prospective skills development provider is accredited
- All parties must be in agreement to the transfer
- merSETA register agreement & informs parties accordingly
- Learners will only move to the new employer on notification of the merSETA
- merSETA may approve the transfer even if the other party is not in agreement subject to evaluation of the motivation

Learner remuneration and allowance

- Remuneration of learners to be in line with sectoral determination learnerships 5.
- The annual CPI (Excluding owner's equivalent rent) should be utilised to calculate the annual increase on allowances
- For the purpose of this clause the CPI as reported by Statistics South Africa six weeks before an increase becomes effective
- Learner's allowance must be calculated as a percentage of the qualified wage in accordance with column 3 of table A (Sectoral determination; annual revised copies to be made available)
- No Learner may be paid less than the applicable specified in column 4 of Table A
- The "qualified wage" is the wage that the employer would pay the learner on obtaining the qualification for which the learnership is registered.
- This pay structure is for unemployed learners as employed learners has a contract (to be remunerated as per their original employment contract terms).
- Industries that are members of the bargaining council should pay agreed council rates
- The company may apply for exemption to the rates; contracted learners should know about the arrangement
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Thank you