

FIETA PROCEDURES AND GUIDELINES FOR EMPLOYERS TO ENGAGE IN LEARNERSHIPS

INTRODUCTION

FIETA receives many requests from levy paying employers wishing to engage learners onto learnerships. Many of these requests indicate a basic lack of understanding or knowledge of the basic requirements on the part of the employer, to participate in learnerships. This is a brief guideline that will lead you, the employer to the sources of information regarding learnerships. It will also deal with the first steps and most basic requirements.

Basic Requirements

1. Firstly confirm that you are paying a Skills Development Levy through SARS to FIETA or an appropriate SETA. If you are paying a levy you will have a Skills Development Levy Number (SDL No.). Any queries around the payment of levies or SDL numbers, must be directed to the FIETA Skills Development Manager or the Finance Administrator, who will assist you in this regard.
2. The employer must identify the learnership pertinent to the need, in which the employer wishes to participate with learners. A list of FIETA available learnerships and unit standard titles may be downloaded from the FIETA website www.fieta.org.za. Contact the FIETA ETQA Learnership Manager if you have problems to access the above information.

A list of registered learnerships from all the SETA's can be downloaded from the Department of Labour's website. www.labour.gov.za (click on 1. Legislation & Policy; 2. Skills Development; 3. Skills Development Act; 4. Registered learnerships by SETA's)

3. The employer must identify the learners they wish to engage in learnerships. A learner who is currently employed by the employer is termed an 18.1 Learner, and a learner who is currently unemployed, is termed an 18.2 Learner.

There is full reference to this in the FIETA Learnership Implementation Guide, which can be downloaded from the FIETA website. The distinction between the two categories is significant in terms of both FIETA Learnership Grants and SARS tax benefits. Further information may be obtained from the FIETA website, the FIETA Learnership Implementation Guide Book or the FIETA ETQA Learnership Manager.

4. Once all of the above are established, the employer must establish who the training provider/s are.

A Learnership Agreement is between the Employer, Learner and Training Provider. The Training Provider must be accredited as such by FIETA, to deliver training for learnerships that fall within the primary focus of FIETA, or must be accredited by the relevant SETA or ETQA, if the learnership falls outside of FIETA's domain.

Example:

- In the case of a learnership in Forestry, Furniture, Pulp and Paper or Wood Products, the training provider would then be accredited by the FIETA ETQA. (A list of FIETA accredited training providers can be obtained from the FIETA website or the ETQA Accreditation Manager).
- If the learnership is electrical or mechanical engineering, the training provider should then be accredited by the Energy SETA (ESETA), or Mechanical & Engineering SETA (MERSETA) respectively. In this instance there would be a Memorandum of Understanding between the FIETA ETQA and the relevant SETA, in terms of how the training will be quality assured. See example of a generic MoU on the FIETA website. (Do not concern yourself too much over this, it is an ETQA matter that is well attended to.)

5. It is important for the employer to establish whether they have the capacity to provide the workplace requirements of the learnership. The capacity is in terms of:

- Access to equipment and machinery in the workplace, relevant to the learnership requirements;
- Personnel in the workplace such as a suitable coach, mentor and assessor.
- Compliance to all legislated safety aspects in the workplace.

The best means of establishing this is through your identified training provider who will be familiar with these requirements. It must be born in mind that in a learnership a minimum percentage of training that takes place at the workplace is 30% and the maximum is 70%. The training provider will assist in the actual breakdown of institutional and workplace training that needs to take place. This split will vary from employer to employer depending on the individual circumstances and needs.

6. Once the employers have attended to all of the above, they should contact the FIETA ETQA Learnership Manager to request the learnership agreement forms required.

FIETA has a quadruplet printed Learnership Agreement form. This is the only Agreement form that will be used for our Learnerships. These forms are issued on reasonable request from interested parties. One completed agreement form per learner. All Learnership Agreements issued will bear a serial number, which will be recorded as allocated to the relevant applicant, for the purpose of distribution records.

Providers are in a position to advise both employers and learners as to the requirements and procedures for the signing of Learnership Agreements, however, employers with their own Human Resource or Training Departments, are advised to request the forms directly from the FIETA ETQA Learnership Manager.

All completed forms must be forwarded directly to the FIETA ETQA Learnership Manager for approval and processing.