

**FOREST INDUSTRIES EDUCATION AND TRAINING  
AUTHORITY**

**WORKPLACE SKILLS PLAN  
2007– 2008**



**For Medium (50 – 149 workers) to**

**Large (+150 workers) Employers**

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**Chairman:** Ms Lizette Schreiber      **CEO:** Simangaliso Mkhwanazi



## **INTRODUCTION**

**The Forest Industries Education and Training Authority (FIETA)**  
has been established in terms of Section 9 (1) of the Skills Development Act, 1998 as a Sector  
Education and Training Authority

This document is the format for the preparation of the Workplace Skills Plan. Its' main purpose is to provide information on your organisation's current employment profile and to indicate the training that you have planned for 2007 – 2008 in order to develop your employees' and to improve your organizations performance. The document also requests information on your Skills Development circumstances so that FIETA can render assistance and support. This Workplace Skills Plan must be submitted to the Forest Industries Education and Training Authority by **30 June 2007**.

In compliance with the Skills Development Levies Act No.9 of 1999, employers who are registered PAYE contributors or whose remuneration for employees exceeds R500 000 per annum should contribute 1% of total payroll towards the Skills Development Levy.

The funding regulations specify that employers who are up-to-date with their levy payments can claim back a portion of their levy as a grant from FIETA. Each organisation that is registered with the South African Revenue Services (**SARS**) to pay the Skills Development Levy (**SDL**), is required to register a Skills Development Facilitator and submit a Workplace Skills Plan (**WSP**) to the relevant SETA (**FIETA**).

From April 2005 to March 2010 employers are entitled to **50%** Mandatory grants (WSP and Implementation) and **20%** Discretionary grants. Employers must, however, meet the criteria set by FIETA for each grant.

### **Criteria for WSP 2007– 2008**

1. All applications must meet the due date of 30 June 2007
2. Employers **must** be up-to-date with their levy payments
3. Employers should submit the Implementation Report 2006-2007
4. This is the official WSP 2007 – 2008 template for recovering mandatory grants by employers

All WSP 2007/8 correctly completed and approved by the Skills Planning department at FIETA will receive the 50% mandatory grants in quarterly tranches.

The Workplace Skills Plan may be submitted electronically through email, posted or delivered to our offices. However, we do require the **original hard copy complete with signatures and Levy number on each page**

Payment will only be made subject to the receipt of this original Workplace Skills Plan.

**SECTION A: ADMINISTRATIVE DETAILS**

**1. Employer Details**

<b>1.1 Name of Employer</b>			
<b>1.2 Skills Development Levy (SDL) No</b>		L	
<b>Please tick appropriate Chamber</b>			
	?		?
Forestry Chamber		Wood Products Chamber	
Furniture Chamber		Pulp and Paper Chamber	
<b>1.3 Employer Address</b>			
<b>Physical Address</b>		<b>Postal Address</b>	
<b>Code</b>		<b>Code</b>	
<b>Region</b>		<b>Province</b>	
<b>Telephone</b>		<b>Email</b>	
<b>Fax</b>			
<b>1.4 Primary or core business activity</b>			
		<b>SIC Code</b>	

**2. Banking Details**

<b>2.1 Banking Details: PLEASE ATTACH A CANCELLED CHEQUE or COPY OF BANK STATEMENT or BANK DETAILS ON COMPANY LETTERHEAD STAMPED BY BANK</b>	
<b>Name of Employer</b>	
<b>Name of bank</b>	
<b>Branch code</b>	
<b>Type of account</b>	
<b>Account number</b>	

2.2 Incorrect Banking Details cause time-consuming delays in grant disbursement, please ensure those you provide are correct. Inform FIETA of any changes in banking details.

PLEASE ATTACH A CANCELLED CHEQUE or COPY OF BANK STATEMENT or BANK DETAILS ON COMPANY LETTERHEAD STAMPED BY BANK

Any parties which need to receive payment from FIETA will need to attach either a cancelled cheque, copy of a bank statement or bank details on company letterhead stamped by the bank. This control measure was agreed upon to minimize errors and eliminate fraud, as access to company letterheads are easily available. Please ensure that the name on the banking details are exactly the same as on the WSP.

**2.3 Please note:** FIETA disburses grants electronically through Standard Bank. Your bank may have one branch code for all electronic transfers. Check with your bank.

<b>3. Skills Development Facilitator (SDF) Details</b>									
Surname / Name									
Telephone no:									
Fax no:									
Cell no:									
Email address:									
<b>3.2 Race and gender of the Skills Development Facilitator</b>									
African		Coloured		Indian/Asian		White		Disabled	
M	F	M	F	M	F	M	F	Yes	No

<b>3.1 List all other companies or branches of which you are an SDF</b>		
Company	Levy Number	SETA

### 3.2 CAUTION

- ❑ Most large companies have an SDL number for each of their branches, units and or operations. Please make sure you have listed all your levy numbers above for us to be able to trace the grant status of each.
- ❑ **According to the Auditor General, there must be an application for each levy number. Please submit a WSP for each of your levy numbers.**
- ❑ If you sell your company or a branch of your company, please inform us
- ❑ If you cancel payments on some levy numbers, please make sure you are not accumulating penalties because of non or late payment. Inform us.

### 3.3 PLEASENOTE

- a) Workplace Skills Plans NOT received by the due date would NOT be paid any grant
- b) Company to inform FIETA of any change in the SDF details in writing
- c) An organization must have an SDF for FIETA to pay grants
- d) Each SDF is entitled to one Password into the Seta Management System (SMS)
- e) Grants related information would be shared only with the SDF
- f) It is the duty of the SDF to inform FIETA if s/he is no longer the registered SDF of the company
- g) Grants would be paid into the bank account of the company (employer)
- h) **We calculate grants according to the levy amounts received from the Dept of Labour at the time of grant processing or of grant payment. We disburse the rest as we receive them.**



4 Organisational Size Details			
<b>4.1 Using the number-of-employees categories below, of what size category is your organisation? Do not tick, write actual size</b>			
Medium 50 - 149		Large +150	
<b>4.2 What is the total employment (defined as total workforce in respect of which skills development levies have been paid to SARS)?</b>			
Male		Female	Total
<b>4.3 How many employees in your organisation are below the National Qualifications Framework (NQF) Level 1?</b>			
<b>4.4 Total annual payroll for the period 01 April 2007–31 March 2008, (or the organisational financial year).</b>			<b>R</b>
<b>4.5 Percentage of payroll estimated to be spent on Education and Training initiatives</b>			<b>%</b>

<b>5. Provide us with a Race &amp; Gender breakdown of People with Disabilities</b> (It is imperative to reflect the existence of People with Disabilities in your organisation for FIETA to be able to provide assistance in terms of reasonable accommodation, assistive devices, etc)									
African		Coloured		Indian/Asian		White		TOTAL	
M	F	M	F	M	F	M	F	M	F

<b>6. How many of your employees are involved in interventions at the following ABET Levels?</b>				
	People with Disabilities		Male	Female
	Male	Female		
<b>Pre ABET Level I</b>				
<b>ABET Level I</b>				
<b>ABET Level II</b>				
<b>ABET Level III</b>				
<b>ABET Level IV</b>				

**SECTION B : EMPLOYMENT PROFILE**

**7. PLEASE NOTE:**

- (a) Use your organisation’s job titles to allocate staff in the broad occupational groups.
- (b) The profile should include all employees that your company pays the Skills Development Levy (1%) for.
- (c) List Learner ship beneficiaries separately

**7.1 Current employment profile as at 01 April 2007**

Occupational Group	Africans		Coloureds		Indians / Asians		Whites		Disabled		TOTAL	
			M	F	M	F	M	F	M	F	M	F
<b>Legislators, Senior Officials and Managers</b>												
<b>Professionals</b>												
<b>Technicians and Associate Professionals</b>												
<b>Clerks</b>												
<b>Service Workers, Shop and Market Sales Workers</b>												
<b>Skilled Agricultural and Fishery Workers</b>												
<b>Craft and Related Trade Workers</b>												

Occupational Group	Africans		Coloureds		Indians / Asians		Whites		Disabled		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
<b>Plant and Machine Operators and Assemblers</b>												
<b>Elementary Workers</b>												
<b>TOTAL</b>												

**7.2 Apprentices and Section 18(2) learners (Learnerships)**

Occupational Group	Africans		Coloureds		Indians / Asians		Whites		Disabled		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F
<b>TOTAL</b>												

<b>7.3 How many employees have joined your organisation in the last 6 months?</b>			
<b>Male</b>		<b>Female</b>	

<b>7.4 How many employees have left your organisation in the last 6 months?</b>			
<b>Male</b>		<b>Female</b>	

**8. Indicate areas in which you had difficulty recruiting or retaining employees. These are areas in which you are unable to fill vacancies or maintain staff. Please note the strategies you have employed (if any) to maintain staff in these positions**

Occupational Category	Areas of skills shortage	Strategies employed to meet challenge

**8.1 Scarce Skills: Please indicate the skills necessary for the attainment of your Organisation’s strategic or business objectives but which are not easily obtainable.**

**These skills may include;**

- technical skills necessary for your core business
- skills which are necessary for your organisation to meet its employment equity targets or other related workplace transformation policies

Name of skills Description/category of scarcity	Related occupation	Projected Numbers required over the next 5 years

## SECTION C: PROVISION OF EDUCATION AND TRAINING

### 9.1 Sector Scarce & Critical Skills

**9.1.1 Scarce skill** is reserved for those *occupations* in which there is a scarcity of qualified and experienced people – current or anticipated. This scarcity can arise from one or a combination of the following, grouped as relative or absolute:

- a) Relative scarcity (suitably skilled people available but do not meet other employment criteria): For example,
  - Geographical location, i.e. people are unwilling to work outside of urban areas;
  - Equity considerations, i.e. there are no or few candidates with the requisite skills (qualifications and experience) from specific groups available to meet the skills requirements of firms and enterprises;
  - Replacement demand would reflect a relative scarcity if there are people in education and training (formal and work-place) who are in the process of acquiring the necessary skills (qualification and experience) but where the lead time will mean that they are not available in the short term to meet replacement demand.
- b) Absolute scarcity:
  - A new or emerging occupation, i.e. there are few, if any, people in the country with the requisite skills (qualification and experience) and education and training providers have yet to develop learning programmes to meet the skills requirements; and
  - Firms, sectors and even the country are unable to implement planned growth strategies and experiencing productivity, service delivery and quality problems directly attributable to a lack of skilled people.
    - Replacement demand would reflect an absolute scarcity where there are no people enrolled or engaged in the process of acquiring the skills that need to be replaced

### 9.1.2 Scarce skills in the sector

“Scarce skills” or “skills shortages” refer to specific occupations that lack sufficient people trained to fill the positions available in the labour market. The scarce skills identified by the sector are reported on next pages according to the Organising Framework for Occupations (OFO) – the occupational classification system introduced by the Department of Labour for this specific purpose.

Most of the occupations in which scarce skills were identified are workers, artisans, operators, technicians and management occupations. Skills shortages were also reported frequently in respect of financial managers, engineering professionals and ICT professionals.

**9.2 Critical skills**, on the other hand, in keeping with international trends is reserved for a particular skill within an occupation. For the South African context, these are grouped into two:

- a) Key or generic skills and, in SAQA-NQF terminology, would include critical cross-field outcomes such as cognitive skill (problem solving, learning to learn), language and literacy skill, mathematical skill, ICT skill, working in teams.
- b) Particular occupationally specific “top-up” skills required for performance within that occupation to fill a “skills gap” that might have arisen as a result of changing technology or new forms of work organisation.

### 9.3 SCARCE & CRITICAL SKILLS AS IDENTIFIED BY FIETA & RELATED OCCUPATIONS

Name of skills (description/category) of scarcity as identified by FIETA and related stakeholders	Related occupation
Cable yarding	3922 Cable yarder operators
Environmentalist	21152 Environment consultants
Fire Fighting (Advanced)	8319 Forestry workers
Chemical spraying - Management/Supervisory & Operators	82993 Chemical Sprayer, Chemical Sprayer Supervisor
Foresters	21141 Foresters
Harvesting Chokerman, Cleaners, Log Scalers	8319 Forestry workers 121511 Owner / Managers Forestry (CONTRACTOR)
Small business management	
Skidder / Forwarder / Bell Loader Operators & Harvesters & Feller Bunchers	7113 Forestry Plant Operators
Supervisory management	Technicians / 392 (SUPERVISOR OR PRODUCTION FOREMAN)
Tree breeding / Researchers	2114 Forestry scientist
Truck drivers s/haul/off road	73111 Truck Drivers Forestry
Mechanics, Artisans, Workshop Assistants	Mechanics, Artisans, Workshop Assistants
Boiler operators	72191 Engine / Boiler operator
Cabinet making	39210 Cabinet makers
Chemical engineer	21294 Chemical engineer
Chemical spraying	82993 Chemical Sprayer
Chief timekeepers	59922 Employment office clerk
Civil technicians	32212 Civil engineering technicians
CNC – technical management	Technicians
CNC machining	3922 CNC machinist
CNC machining centre management	1299 CNC Machine centre managers
Electrical engineer	21250 Electrical engineers
Fire detection systems installing	3112 Technicians
Fire lookout	8319 Forestry workers
Fire Tender drivers	8319 Forestry workers
First Aid	3126 All
Furniture designing	Professionals
Furniture Production management	12231 Production manager
General management	1113 General managers
Management accountants	23112 Management accountant

Name of skills (description/category) of scarcity as identified by FIETA and related stakeholders	Related occupation
Mechanical engineers	21271 Mechanical engineer
Mill chemist	31111 Chemistry technical officer
Paper making	Technicians
Planning & systems managers	12140 Policy / planning managers
Production management	12231 Professionals
Quality superintendents	12930 Quality Assurance Managers
Rigging	84174 Construction rigger
Roll grinderman	7113 Plant operators
Saw operators	82921 Saw operators
Saw doctoring	32154 Sawdoctors
Service technicians for fire fighting equipment	Technician
Store keeping	7411 Store man
Supervisory management	Technicians / 392
Tape edge machining	Skilled trade worker: Tape edge machinist
Technical buyers	63940 Retail buyer
Truck drivers	73111 Truck drivers
Truss assembly	8221 Assemblers
Tape edging (furniture)	Technicians
Veneer grading	82942 Skilled veneer graders
Veneer manufacturing (slicer, kuper, splicer, drier and Bandsaw)	7224 Skilled veneer machine operators
Vocational trainers	2522 Professionals
Wood finishing	39224 Wood finishers
Wood machining	39221 Wood machinist
Timber Drying Kiln Operator	392 Wood trades workers

**10. What are your organisation's training and development objectives?**

Objective	Order of Priority

## 11. Service Providers

**11.1 Internal Providers :** If you are providing your training internally, please provide the following information:

INTERNAL PROVIDER NAME	TRAINING PROGRAMME	NQF LEVEL	NAME OF ACCREDITING BODY (ETQA)

**11.2 PLEASE NOTE:** All internal training must be accredited and skills programmes must be registered at the FIETA Learning Programmes Department.

### 11.3 EDUCATION AND TRAINING SUPPLY

Do you have adequate accredited training providers for all your training needs?	YES	NO
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Please explain

Suggestions

### 11.4 External Providers :

This section will enable FIETA to assess the progress towards linking Workplace Skills training to the National Qualifications Framework. You will need to seek this information from the training providers you intend using.

**For all the training to be carried out or planned, please state:**

PROVIDERNAME	COURSE / TRAINING PROGRAMME	NQF LEVEL	PROVIDER ACCREDITATION NUMBER





Occupational Title	Number of Beneficiaries per population group													
	African		Coloured		Indian/Asian		White		Disabled		TOTAL		Total Cost	
	M	F	M	F	M	F	M	F	M	F	M	F	Internal	External
<b>Professionals</b>														
<b>Current employees (at this Level)</b>														
<b>Current Employees (accelerated development plans for lower level potential promotee)</b>														
<b>Potential external new recruits (including 18(2) learners Level 6 &amp; above)</b>														

Occupational Title	Number of Beneficiaries per population group													
	African		Coloured		Indian/Asian		White		Disabled		TOTAL		Total Cost	
	M	F	M	F	M	F	M	F	M	F	M	F	Internal	External
<b>Technicians &amp; associated professionals</b>														
<b>Current employees (at this Level)</b>														
<b>Current Employees (accelerated development plans for lower level potential promotee)</b>														
<b>Potential external new recruits (including 18(2) learners Level 6 &amp; above)</b>														

Occupational Title	Number of Beneficiaries per population group													
	African		Coloured		Indian/Asian		White		Disabled		TOTAL		Total Cost	
	M	F	M	F	M	F	M	F	M	F	M	F	Internal	External
<b>Skilled forestry, furniture, wood products and pulp &amp; paper workers</b>														
<b>Current employees (at this Level)</b>														
<b>Current Employees (accelerated development plans for lower level potential promotees)</b>														
<b>Potential external new recruits (including 18(2) learners Level 6 &amp; above)</b>														

Occupational Title	Number of Beneficiaries per population group													
	African		Coloured		Indian/Asian		White		Disabled		TOTAL		Total Cost	
	M	F	M	F	M	F	M	F	M	F	M	F	Internal	External
<b>Clerical and or Administrative workers</b>														
<b>Current employees (at this Level)</b>														
<b>Current Employees (accelerated development plans for lower level potential promotee)</b>														
<b>Potential external new recruits (including 18(2) learners Level 6 &amp; above)</b>														

Occupational Title	Number of Beneficiaries per population group													
	African		Coloured		Indian/Asian		White		Disabled		TOTAL		Total Cost	
	M	F	M	F	M	F	M	F	M	F	M	F	Internal	External
<b>Service workers</b>														
<b>Current employees (at this Level)</b>														
<b>Current Employees (accelerated development plans for lower level potential promotee)</b>														
<b>Potential external new recruits (including 18(2) learners Level 6 &amp; above)</b>														

Occupational Title	Number of Beneficiaries per population group													
	African		Coloured		Indian/Asian		White		Disabled		TOTAL		Total Cost	
	M	F	M	F	M	F	M	F	M	F	M	F	Internal	External
<b>Plant / machine operators and assemblers</b>														
<b>Current employees (at this Level)</b>														
<b>Current Employees (accelerated development plans for lower level potential promotee)</b>														
<b>Potential external new recruits (including 18(2) learners)</b>														
Total														



**SECTION E: STRUCTURED TRAINING PLANNED FOR EMPLOYEES BELOW NQF1**

**14.** The 'NQF Level' refers to the level at which the course is targeted on the National Qualifications Framework. The lowest level refers to a low level of academic demand, and signifies a basic level of education. The highest level refers to a high level of academic demand. **Employees below NQF1 cannot enter Learnership programmes. ABET (Level 1 to 4) is a major FIETA and government priority.**

Name of Course (Training intervention planned)	Level	Provider	Duration		Is the provider accredited?		Number of Learners		Completion Date
			Years	Months	Yes	No	Male	Female	
					Yes	No			___/___/___
					Yes	No			___/___/___
					Yes	No			___/___/___
					Yes	No			___/___/___
					Yes	No			___/___/___
					Yes	No			___/___/___

**Training of employees who are below the National Qualifications Framework Level One is a national priority and one of the National Skills Development Strategy targets. More employees should be encouraged to enter into ABET programmes to Level 4.**

## SECTION F: PROCESS AND AUTHORISATION

**15.** This section stands as evidence of the Workplace Skills Plan being a product of Consultative processes. It also seeks to document the name and contact details of the person who coordinates this consultative process in the organisation. No grant payment would be made to a company if authorized **ORIGINAL** signatures are not attached.

**15.1** Please outline the composition of the Skills Development Committee. Was the draft plan reviewed and considered by the Committee? (**Name Committee members, designation, structure representing race and gender**). This applies to all companies with more than 50 employees.

Name	ID Number	Designation	Name of Union / Labour structure	GENDER	
				M	F
				M	F
				M	F
				M	F
				M	F
				M	F

<b>15.2 Reality Check</b>		
1. Was the document properly consulted with all employees?	<b>Yes</b>	<b>No</b>
2. Is the document based on a true assessment of the needs and priorities of your organisation with emphasis on scarce and critical skills?	<b>Yes</b>	<b>No</b>
3. Are you aware that FIETA will not reimburse your company on the actual amount spent on training?	<b>Yes</b>	<b>No</b>
4. Have you checked your organisation's budget to ensure that you can deliver on your Workplace Skills Plan?	<b>Yes</b>	<b>No</b>
5. Do you have an Implementation Plan in order to ensure that the programmes you have projected in your Workplace Skills Plan can be delivered?	<b>Yes</b>	<b>No</b>

## 16. Authorised Signatures

As confirmation that the Workplace Skills Plan is the result of **consultation** within the organisation, including employees and their representatives, as per the legislative requirement, please complete the details below and attach original signatures of people who represent the different stakeholders in your organization.

**COMPLETE TABLES 18.1, 18.2 AND 18.3 BELOW IN HANDWRITTEN BLOCK LETTERS. IF SUBMITTED ELECTRONICALLY, THIS PAGE/S MUST BE FAXED TO FIETA.**

### 16.1 Representative of Employer / Management

Name (Print)	
Signature	
Company SDL number	
Company name	
Position in Organisation	
Date	
Witness (es):	

### 16.2 Representative of the Workers (Union, staff association, etc)

Name (Print)						
Position in Organisation						
Name of Union / Staff Structure						
Position in Union / Staff Structure						
Nature of appointment to be workforce rep	Elected by workers		Appointed by employer		Self appointed	
Signature						
Date						
Witness (es):						

**16.3 Declaration by employer**

- a) This is to confirm that this Organisation is up to date with levy payments to the Commissioner of the South African Revenue Services.
- b) The employer may not recover the mandatory grant if levy payments are not up to date.
- c) **The onus is on the employer to supply FIETA with proof of payment of Levies (form EMP 201).**
- d) FIETA receives your levy contribution every third month

Name (Print)	
Signature	_____
Company SDL number	
Company name	
Position in Organisation	
Date	____ / ____ / _____
Witness (es)	

**DUE DATE: 30 June 2007**