

**FOREST INDUSTRIES EDUCATION AND TRAINING  
AUTHORITY**

**WORKPLACE SKILLS PLAN  
2009– 2010**



**To be completed by all employers: Small to Large**

**Enquiries:** Siviwe Tywabi

Skills Planning and Learning Programmes Manager

**Physical Address:** 4<sup>th</sup> Floor, Forum Two, 33 Hoofd Street, Braampark, Parktown

**Postal Address:** P.O. Box 31276 BRAAMFONTEIN 2017

**Telephone:** 011 712 0600

**Cell:** 082 493 1891

**Fax:** (011) 339-1166

**Email:** [NellyK@fieta.org.za](mailto:NellyK@fieta.org.za)

**Website:** [www.fieta.org.za](http://www.fieta.org.za)

**Chairman:** Mr. Mike Truelock

**CEO:** Mr. Simangaliso Mkhwanazi



## INTRODUCTION

### **The Forest Industries Education and Training Authority (FIETA)**

was 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 2009 – 2010 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 2009**.

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 2009– 2010**

1. All applications must meet the due date of 30 June 2009
2. Employers **must** be up-to-date with their levy payments
3. Employers should submit the Implementation Report 2008-2009
4. This is the official WSP 2009 – 2010 template for recovering mandatory grants by employers
5. All letters of extension to reach FIETA by 30<sup>th</sup> May 2009

All WSP 2008/9 correctly completed and approved by the Skills Planning and Learning Programmes at FIETA will receive the 50% mandatory grants in quarterly tranches.

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

Approval and 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>			
Furnwood Chamber	<input type="checkbox"/>	Forest Chamber	<input type="checkbox"/>
<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>Website</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									
ID number									
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 PLEASE NOTE

- a) Workplace Skills Plans NOT received by the due date will 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 or the company to inform FIETA if s/he is no longer the registered SDF of the company
- g) Grants will 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 Organizational Size Details		
<b>4.1 Using the number-of-employees categories below, of what size category is your organization? Do not tick, write actual size</b>		
Small 1-49	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</b> How many employees in your organization are below the National Qualifications Framework (NQF) Level 1?		
<b>4.4</b> Total annual payroll for the period 01April 2009–31 March 2010, (or the organizational financial year).		<b>R</b>

**5. Provide us with a Race & Gender breakdown of People with Disabilities**

(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

**6. How many of your employees are involved in interventions at the following ABET Levels?**

	People with Disabilities		Male	Female	Total
	Male	Female			
<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 Learnership beneficiaries separately

**7.1** Total number of employees per occupational category, by gender, population group, disability status and age group

Occupations		Male				Female				Total	People with Disability				Age groups		
Code	Occupational category	A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55
<b>Managers</b>																	
<b>Professionals</b>																	

Occupations		Male				Female				Total	People with Disability				Age groups		
Code	Occupational category	A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55
<b>Technicians and Trade Workers</b>																	
<b>Community and Personal Service Workers</b>																	
<b>Clerical and Administrative Workers</b>																	
<b>Sales Workers</b>																	
<b>Machinery Operators and Drivers</b>																	
<b>Elementary Workers</b>																	
<b>Total</b>																	







**9. 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

**9.1 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 D: SCARES AND CRITICAL SKILLS

### 10.1 Sector Scarce & Critical Skills

**10.1.1 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

### 10.1.2 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.

## Scarce and critical skill identified by the forest industries

Skills	code	Occupation
Abet		Course
Assessors		Course
Bee Farming		Course
Business management		Course
Boiler operators	721901	Engine/boiler operator
Cable yarding	3922	Cable yarder operator
Cabinet making	394101	Cabinet makers
Chainsaw operator	83921	Saw operator
Charcoal making	839902	Charcoal Burner
Civil technicians	312201	Civil engineer technician
Chemical engineering	21294	Chemical engineer
Chemical spraying	399201	Chemical sprayer
CNC machining	712301	CNC machinist
CNC machining centre manager	133501	CNC machine centre manager
Coaching		Course
Computer literacy		Course
Craftsman techniques	312301	Electrical Engineering Draftsperson
Electrical engineering	312302	Electrical engineer
Environmentalist	21152	Environment consultants
Fire detection system installing	3112	Technicians
Fire Van drivers	731103	Forestry workers
Fire lookout	841301	Forestry workers
Furniture designing	394201	Trades workers
Furniture production man	12231	Production manager
Fire fighting	441202	Forest workers
Forester	234103	Foresters
Financial Literacy		Course
General management	1113	General managers
Harvesting	841906	Forestry plant operator
Management accountants	233502	Management accountant
Mechanic engineering	233502	Mechanical engineer
Moderatos		Course
Multi quilt machine operator	133504	Operation Manager
Mill chemist	31111	Chemistry technical
Nursery management	841402	Ornamental Horticultural
Paper making		Technicians
Pest disease control)	8414902	(Entomologist, Plant Pathologist)
Production management	12232	Professionals
Planning and system managers	1214	Policy planning managers
Quality superintendent	136301	Quality assurance manager
Rigging	821701	Construction rigger
Roll grinder man	136102	Plant operator
Saw doctoring	839403	Saw doctors
Service technician for fire fighting equipment	3112	Technicians
Store keeping	7411	Store man
Supervisory management	6215	Technicians
Sewing machine mechanics	711601	Sewing Machinist
Spray painters	711201	Industrial Spray painter
Small business management	121511	Owner/managers

		forestry(contractor)
Timber process	839402	Sawmill or Timber Tard worker
Supervisory management	6215	Technicians (supervisor or production foreman)
Technician buyers	63940	Retail buyer
Truck drivers	73111	Truck drivers
Timber drying kiln operator	839903	Wood trades
Timber treatment and measuring timber construction	712921	Timber Treatment Plant Operator
Upholstery	393301	Upholsterer
Tree breeding (researchers)	2114	Forestry scientist
Veneer manufacturing(slicer, kuper, splicer,drier and bandsaw)	233502	Skilled veneer mechanic operators
Wood finishing	839402	Wood finishers
Wood mechanics	8394203	Wood mechanist
Wood curving	314108	Wood and Manufacturing

**10.2 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.

**10.3 What are your organization’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
<p><u>Please explain</u></p>  <p><u>Suggestions</u></p>		

### 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:**

PROVIDER NAME	COURSE / TRAINING PROGRAMME	NQF LEVEL	PROVIDER ACCREDITATION NUMBER



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

**13** 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 E: PROCESS AND AUTHORISATION

**14** 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.

**14.1** 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

### 14.2 Reality Check

1. Was the document properly consulted with all employees?	Yes	No
2. Is the document based on a true assessment of the needs and priorities of your organisation with emphasis on scarce and critical skills?	Yes	No
3. Are you aware that FIETA will not reimburse your company on the actual amount spent on training?	Yes	No
4. Have you checked your organisation's budget to ensure that you can deliver on your Workplace Skills Plan?	Yes	No
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?	Yes	No

**15. Authorized 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 BELOW IN HANDWRITTEN BLOCK LETTERS. IF SUBMITTED ELECTRONICALLY, THIS PAGE/S MUST BE FAXED TO FIETA.**

**15.1 Representative of Employer / Management**

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

**15.2 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	<input type="checkbox"/>	Appointed by employer	<input type="checkbox"/>	Self appointed	<input type="checkbox"/>
Signature						
Date						
Witness (es):						

### 15.3 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 2009**