TEVETA
Technical Education, Vocational and Entrepreneurship Training Authority

TEVET Learnership Scheme

How to start and implement a TEVET Learnership

A guide for employers

1 General information

1.1 What is a TEVET Leadership?

A TEVET Learnership is a structured learning programme that consists of a theoretical and a practical component that leads to a qualification that is registered on the TEVET Qualifications Framework (TQF). The TEVET Learnership Scheme is governed by the TEVET Act Number 13 of 1998, TEVET amendment Act number 11 of 2005, the TEVET policy of 1996 and TEVET Strategy of 1997.

A TEVET Learnership is regulated by a formal agreement (TEVET Learnership agreement) between an employer, a learner and a training provider. An employer can enter into TEVET Learnership agreements with existing employees or with learners who are not employees. If the employer enters into a TEVET Learnership agreement with a learner who is not an employee, the employer is not obliged to employ the learner at the end of the TEVET Learnership.

1.2 What are the benefits to an employer?

The potential benefits of training learners on TEVET Learnerships to an employer are numerous:

- The structured learning programme of a TEVET Learnership can assist employers in developing a well-trained and committed workforce.
- Employees have an opportunity to get trained towards a nationally recognised qualification while working and in the long run leads to a motivated and dedicated staff.
- Employers get to know and assess learners and have the opportunity to screen them for permanent employment without the obligation to employ them.

1.3 What is expected of an employer?

An employer who wants to enter into a TEVET Learnership contract with one or more learners has to:

- Be accredited as a workplace training provider with the Technical Education, Vocational and Enterpreneurship Training Authority (TEVETA).
- Recruit and select learners for the TEVET Learnership programme
- Provide the learner with the necessary workplace experience, supervision and mentorship for the particular TEVET Learnership
- Release the learner to attend training at a TEVETA Registered and Accredited trainng provider or, if the learner studies through distance education, to work through the relevant study material
- Ensure that the learner will be assessed by an accredited assessor.

1.4 What is a expected of a learner?

The learner who enters into a TEVET Learnership agreement is expected to

? • Participate in the TEVET Learnership induction program

? • Work for the employer as part of the learning process

? • Register with a training provider for the course material

? • Be available for and participate in all learning and work experience required by the TEVET Learnership

? • Comply with the employer's work place policies and procedures

? • Complete any timesheets/log books or written assessment tools supplied by the employer or the training provider

? • Attend all study periods and the oretical learning sessions with the training provider

? • Undertake all learning conscientiously and set aside sufficient time for self-study

? • Undergo all practical and theoretical assessments for the TEVET Learnership.

1.5 The TEVET Learnership Agreement

The TEVET Learnership agreement is a formal agreement that is entered into by the learner, the employer and the training institution. The agreement must be in the prescribed format and must be registered with TEVETA.

1.6 Contract of employment

If a learner is in the employment of the employer who is party to the Learnership agreement concerned when the agreement is concluded, the learner's contract of Employment is not affected by the TEVET Learnership agreement.

If the learner is not in the employment of the employer who is party to the TEVET Learnership agreement concerned when the agreement is concluded, the employer and learner need not establish an employment contract. The TEVET Learnership agreement which establishes the training relationship will suffice.

1.7 Registration of the TEVET Learnership

The employer must ensure that the TEVET Learnership is registered with TEVETA before implementation commences. Employers seeking to Register a Learnership must submit a signed copy of a TEVET Learnership Agreement to TEVETA with the following:

? • Copy of proposed learning programme

? • Proof of workplace training plan approval

? • Name and profile of an official who will be responsible for training quality assurance

TEVETA will provide the employer with proof that the Learnership has been registered via an official confirmation letter that will include the following details:

? • Addressed to the Employer Organisation and Training Provider

? • TEVET Learnership Title

? • Approved copy TEVET Learnership Agreement

? • Date of Commencement of TEVET Learnership

? • Date of Completion of TEVET Learnership

1.8 Financial implications of a TEVET Learnership

1.8.1 Costs

The following ***direct*** costs are generally incurred during a TEVET Learnership:

? • Tuition costs (fees payable to training provider)

? • Professional registration fees (if applicable)

? • Learner allowances

? • Assessment costs (if external assessors are used).

1.8.2 Financial support

Currently there is no financial support available for TEVET Learnerships.

1.9 Accreditation as a workplace provider

In a TEVET Learnership scheme the theoretical Learning component is provided by training Institutions while workplace and practical learning component is provided by employers. All training providers have to comply with the quality requirements of TEVETA. Compliance with the quality requirements is ensured through a process of accreditation. All training providers (theoretical as well as workplace providers) have to apply for accreditation with TEVETA.

1.10 Coaching and mentoring of learners on the workplace

1.10.1 What is coaching and mentoring?

Coaching/mentoring is a form of learning requoiring a more experienced individual providing and sharing their knowledge directly with another individual. Coaching usually provides the most direct approach to acquiring knowledge and is most appropriate for skills-based instruction. When combined with a structured Learning program, coaching is one of the best methods of reinforcing new habits.

Mentoring is a one-to-one relationship based on encouragement, constructive comments, openness, mutual trust, respect, and a willingness to learn and share. It exists between a more experienced employee (sometimes, but not necessa rily, a supervisor) and a less experienced employee (e.g. a learner). The mentor is a model, a motivator and a counsellor to the learner. The mentor's responsibilities include:

? • Helping the learner set long-term career goals and short-term learning objectives

? • Helping the learner understand the organisational culture

? • Recommending and/or creating learning opportunities

? •Transferring knowledge in areas such as communication, critical thinking, responsibility, flexibility, and teamwork

? • Pointing out strengths and areas for development

? • Answering any questions and providing guidance on personal matters.

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1.10.2 Selection of mentors

Mentors will often have very different personality or management styles but should have several characteristics in common. A good mentor:

- is an established employee

? - understands the organisation and its culture

? - is available and willing to spend time with the student, giving appropriate guidance and feedback

? - enjoys helping others

? - is open-minded

? - is flexible, empathetic, and encouraging

? - has very good communications skills and

- stimulates the student's thinking and reflection.

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1.11 Employers' responsibility regarding assessments

Employers are responsible for the workbased assessment of learners. This assessment normally takes place in the workplace. Assessments must be performed by an assessor who is ***accredited with TEVETA as an assessor for the particular TEVET Learnership***. Assessors can sources internally within to the organisation or the employer may source the services of an external assess

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1.12 Employers' responsibilities regarding record keeping

Original or copies of the following forms should be kept on record:

? • Learner agreements/contracts

? • Standard forms and reports (TEVETA, employer or provider specific)

? • Assessment guides

? • Learning programmes and training manuals

? • Code of conduct

? • Registration and accreditation certificates

? • Grievance and appeal discussions/proceedings

? • Learner progress reports

In reporting, the employer must ensure that:

? • The information is valid and reliable

? • Recommendations are practical and achievable

? • All stakeholders suggestions and recommendations are included

Some employer organisations may have existing computer-based information systems that will be utilised for record keeping. In some instances however a manual system may be created. It is the responsibility of both the employer and the training institutions to adapt management and administration systems to accommodate TEVE T Learnerships, and also to co-ordinate information between the two stes of learning. It is advisable to maintain a personal file for each learner.

For more information on TEVET Learnerships, please contact

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