

This document contains a simple guide on how to implement a successful Learnership within the Freight Forwarding / Shipping Sector from an Employers perspective.

# Successful Learnership Implementation within the Workplace

SAAFF AND FORWARDING & CLEARING  
CHAMBER (TETA)

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Transport Education Training Authority

*Heart of Skills Innovation*



## **LEARNERSHIP IMPLEMENTATION PLAN**

### **CRITERIA**

- ❖ Your organisation must employ a certified Skills Development Facilitator (SDF)
- ❖ If your organisation employs more than 50 employees, then a training committee must be established

### **PRE-IMPLEMENTATION**

- ❖ Your organisation makes a strategic decision to obtain the Learnership B-BBEE Learning and Growth points available (4+2/100)
- ❖ You identify your total national headcount and establish what is 5% of this number (this will become the minimum number of Unemployed/Employed Learners required to meet the above commitment within the Freight Forwarding B-BBEE Charter)

### **IMPLEMENTATION**

1. Identify the Scarce and Critical Skills within the subsector, this can be obtained from the SETA / TETA ([www.teta.org.za](http://www.teta.org.za))
2. Identify a suitable qualification registered as a Learnership with the Department of Higher Education (DHET) - refer to [www.teta.org.za/Chambers/ForwardClear/documents](http://www.teta.org.za/Chambers/ForwardClear/documents)
3. Identify SETA / TETA accredited training service providers who can offer the accredited training to obtain the qualification
4. Review the various methods of delivery for your Learnership (Online, Classroom or a Blended methodology) from the Training Service Provider
5. Identify a school that will become your source of talent for your learner/s
6. Set the date when implementation of your Learnership should commence
7. Introduce your organisation to the final year learners at the school/s you have identified
8. Obtain a list of learners who are interested in joining your organisation and who are interested to embark on a Learnership
9. Organise the learners to be interviewed by your organisation

10. Identify which learners you want to offer a Learnership
11. Make a final decision on the accredited training service provider you wish to provide the training – Ensure that you enter into a Service Level Agreement (SLA) with the Training Provider (This is also a TETA requirement in respect of DG Contracts)
12. Arrange a date for the training service provider to run an induction / orientation session with the identified learners
13. Identify Mentors within your organisation (preferably they should be formally trained)
14. Define a schedule for mandatory meetings between the Mentor and the Mentee (the learner)
15. Identify the various departments the Learners will be exposed to within your organisation
16. Define a rotational schedule across the various departments so that the Learners get maximum exposure to your organisation
17. Define and agree a monthly stipend allocation for your Learners - please utilise the DOL Sectorial Determination document recently amended regarding minimum allowances payable to learners as a guide. (You may provide an additional incentive for completed milestones within the qualification)
18. Define a work / study balance schedule for your Learners (e.g. morning = workplace experience, afternoon = study)

#### **IMPLEMENTATION**

1. Your Learners arrive at your organisation and attend the induction / orientation provided by the organisation and the Training Service Provider
2. Your Learners sign the Learner Tri-Partite Agreements between the Training service provider and the organisation – Please ensure that a true certified copy of each learner's identity document is attached to each respective agreement (All original signed copies of the agreement MUST be registered with the TETA, irrespective of funding)

3. Provide (if necessary) additional internal on-boarding / bridging training (Foundational, Business orientation etc.) This can take from several days to several weeks
4. Arrange for your Mentors to meet your Mentees (The mentor should usually not be the person who they are reporting to)
5. Learners are allocated to various departments and managers are notified
6. Learners details are recorded for SARS Tax rebate purposes (Start of Learnership and at completion of Learnership, refer to SARS IT180)
7. Learners are placed within your organisation's departments
8. Learners commence with their Learnership
9. Your Learnership rotation schedule is activated
10. Your Mentor schedule is activated
11. You (the SDF) manage the Learner progress through reports received from the Training Service Provider (take corrective action where required)
12. The Learners complete the Learnership
13. The Learners attend a graduation ceremony
14. In the event that a Learner leaves the Learnership programme for whatever reason, the appropriate steps must be adhered to as per the Learnership Regulations, whether funded by TETA or not. (Please refer to the Chamber webpage for the documents pertaining to "Termination of Learnership Agreements" process).

Please refer to the TETA/Chamber webpage for the following documents:

- ✓ Learner Tri-Party Agreement
- ✓ Sectorial Determination Document – DOL
- ✓ List of Scarce & Critical Skills
- ✓ Skills Development element of the F&C B-BBEE Scorecard
- ✓ SARS IT180 - Learnership Declaration for Tax Rebate purposes by the Employer for each learner
- ✓ Termination of Learnership Agreements - Process