



Transformation: Secondary Industry Skills Development

(PRJ-0050-2014)

B.G. Venter

Quarter 4 2014 (October 2014 till December 2014)

Project goals

Goal 1 - Empower the secondary industry w.r.t. products, services and management tools for workplace-based skills development

Achievements

Activity 1 - Routine maintenance of all updated, unit standards-based learning materials on the training website, including replacing such if and when damaged.

On-going check through formal learning materials for corrections. Website check only commenced late in second quarter for reason of magnitude of preparations for Dairyman workshops. Completed in terms of technical contents.

Activity 2 - Routine maintenance of all updated In-Company Coaching Manuals on the training website, including replacing such if and when damaged.

On-going check through formal learning materials for corrections. Website check only commenced late in second quarter for reason of magnitude of preparations for Dairyman workshops. Completed in terms of technical contents.

Activity 3 - Investigation of the accuracy and currency of information on the training website, and replacing of dated or adding more current information to improve the marketability of products available for skills development.

Initial checks have been made and a list of errors on generic pages of website has been compiled. Communicated with host at end of quarter. Host undertook to correct in first quarter 2015.

Activity 4 - Marketing of all learning materials available in context to their utilities by means of exhibitions, newsletters and personal disseminations.

Exhibition conducted at SASDT symposium, plus presentation given on Dairyman curriculum. Two newsletters published for year, second being electronic via Milk SA e-mail system (for reason of Post Office strike).

Activity 5 - Designing, circulating and approving a generic learning career pathway for dairy technical employees, indicating learning interventions available in relation to responsibilities and – if necessary – identifying gaps in the availability of learning interventions.

Generic learning pathway indicating the 'family' of qualifications serving as frame of reference completed and presented at September meeting of Advisory sub-committee.

Activity 6 - Conducting an on-going (mainly but not exclusively) office based advisory service in

respect of skills development (this may include – as the need arises – advice on manufacturing practices during on-site activities, by discussion with relevant supervisors at said factories, after approval by operations manager or executive).

Ongoing. On average approximately five such enquiries are routed to and handled by this office per week. This includes enquiries from DSA and CEP.

Activity 7 - Completing the guidance to and final assessment of as many as possible of the original participants on the Dairyman curriculum pilot study – a number of 30 learners were planned for.

None undertaken as result of budget constraint after repayment of excess funds from 2013. Delayed to 2015 (to be included in planning).

A revision workshop has been conducted for 14 learners from the original pilot study (the 15th was withdrawn from the workshop for reason of operational difficulty), covering the three generic theory subjects, including internal assessment. Subject 3 (for specialization) outstanding and indicated for self-study or participation in 2015 workshops. Enterprises to indicate the intentions with the remaining (up to) 19 learners.

Activity 8 - Completing the development of the Quality Management System (QMS) for the management of the Dairyman curriculum, in alignment with the expectation of FoodBev SETA to be embodied in the envisaged Service Level Agreement (SLA) between the SETA and SAMPRO for this purpose.

(i) In this regard the SLA is to be a joint endeavour, the design and development of which SAMPRO will enact an active role (not unilateral).

(ii) The QMS will summarise the full implementation of the curriculum by both SAMPRO and private enterprises in an abridged but step-by-step manner, to avoid confusion when done at the workplace and not via central provision by SAMPRO.

Final SLA with FoodBev SETA received beginning December for signature (SAMPRO satisfied with amended contents). QMS completed and submitted to ETQA Manager of FoodBev SETA for approval/amendments. Needs to be workshopped in 2015 with ETQA personnel for amendments and approval (waiting since first quarter).

Activity 9 - Development of all additional assessment tools for the Dairyman curriculum (as per prescription by QCTO) for accommodation on a specific, dedicated page on the current website.

Completed. 20 extra final theory assessments and their answers sets have been completed and SETA informed. Not to be published on web site prior to finalization of SLA. Total of 30 (3x 10 specializations) questionnaires now developed with model answer sets.

Activity 10 - Central provision of one round of workshops for the Dairyman curriculum (in four stages, amounting to a total of 13 workshops – three workshops for the generic theory subjects and ten further workshops for the ten specializations of subject three) in the first semester's second quarter. A number of 35 learners are planned, of which 20 will not be tutored by SAMPRO (but learning materials will be supplied).

As reported in previous quarter, feedback from industry on potential participation (and high costs) resulted in a re-planning of the workshops. Instead of 13 SAMPRO office-based workshops, it was performed as 16 workshops, only two of which was at SAMPRO's office. The Project Manager travelled extensively across the country for the presentations. This started at the beginning of April and ended at the end of August. Positive buy-in was received from industry for 35 participants, of whom 34 are still active (the other one disengaged by the enterprise), all to attend the SAMPRO-presented workshops (and none presented by industry itself for 2014). One more was withdrawn from the workshops (for reason of low foundational competency) and news was received that one more had resigned (thus 33 active). More than 130 assessments performed, with 40% re-assessments under way in third quarter. Some learners had to do second rewrites. Total assessments exceed 200 for this group. A revision workshop for the 30-odd learners from 2011/2012 workshops was also held and 14 learners attended this. This did not include subject 3 (which could be done by self-study or in 2015 second semester). Further 50 assessment done.

Activity 11 - Conversion of the current unit standards based NQF2 qualification (Raw Milk and Cream Handling and Storing) to a curriculum model qualification, inter alia by:

(i) Convening of a Constituent Group to consider and approve the various products of the analysis and design stages of the curriculum (which would entail at least one day as full-time workshop, after which electronic communication could be effective), i.e.

- Occupational Profile
- Analysis of theoretical, practical and workplace experience training needs
- Qualification Document (overview and international comparability)
- Curriculum document (theoretical and practical learning standards)
- Qualification Assessment Specifications

(ii) Repackaging of existing learning materials for the NQF2 qualification, with possible additional developments, to align with the analyses products stated above.

Process management handed over to FoodBev SETA (FBS) at their demand. They have accepted it following a workshop of the abridged CEP that determined that SAMPRO's original draft design and project plan fits 100% with the envisaged 'Process Machine Operator' design. FBS will convene the Constituency Group (membership as advised by SAMPRO). Up to end 4th quarter, this has not happened. Will stand over for 2015.

No Non-achievements / underperformance has been reported

Goal 2 - Support skills development for unemployed learners, through the continuation of the matriculant project

Achievements

Activity 12 - Support the currently selected private provider of learning interventions for the NQF2 (Raw milk and cream handling and storing); NQF3 (Dairy Primary Processing) and NQF4 (Dairy Manufacturing Technologies) learnerships (whichever chosen by participating enterprises) with

- (i) a budgeted training fee subsidy for a number of learners not exceeding 55, and
- (ii) providing the required learning materials for the learners, for a number of learners not exceeding 55.

Entered into contract with Provider previously used for this endeavour, in alignment with SAMPRO's Management Criteria for this sub-project. 49 of intended 51 learners recruited by participating enterprises (based on 2013 grants). All three instalments of training fee to Provider disbursed, and training materials supplied according to printing schedule.

Activity 13 - Obtaining progress reports from the training provider as required in the approved management prescriptions for the disbursement of budgetary allocations.

Progress report received and attached to this report. In essence all 'matriculants' have completed their learning programmes, have been assessed and only exit moderation is awaited (for SETA to arrange, request

Non-achievements / underperformance

Activity 12 - Support the currently selected private provider of learning interventions for the NQF2 (Raw milk and cream handling and storing); NQF3 (Dairy Primary Processing) and NQF4 (Dairy Manufacturing Technologies) learnerships (whichever chosen by participating enterprises) with

- (i) a budgeted training fee subsidy for a number of learners not exceeding 55, and
- (ii) providing the required learning materials for the learners, for a number of learners not exceeding 55.

No underperformance.

Activity 13 - Obtaining progress reports from the training provider as required in the approved management prescriptions for the disbursement of budgetary allocations.

No underperformance.

already ageing).

Reasons for non-achievements / underperformance

Activity 12 - Support the currently selected private provider of learning interventions for the NQF2 (Raw milk and cream handling and storing); NQF3 (Dairy Primary Processing) and NQF4 (Dairy Manufacturing Technologies) learnerships (whichever chosen by participating enterprises) with

- (i) a budgeted training fee subsidy for a number of learners not exceeding 55, and
- (ii) providing the required learning materials for the learners, for a number of learners not exceeding 55.

No reasons for non-achievements/underperformance

Activity 13 - Obtaining progress reports from the training provider as required in the approved management prescriptions for the disbursement of budgetary allocations.

No reasons for non-achievements/underperformance

Planned remedies for non-achievements / underperformance

Activity 12 - Support the currently selected private provider of learning interventions for the NQF2 (Raw milk and cream handling and storing); NQF3 (Dairy Primary Processing) and NQF4 (Dairy Manufacturing Technologies) learnerships (whichever chosen by participating enterprises) with

- (i) a budgeted training fee subsidy for a number of learners not exceeding 55, and
- (ii) providing the required learning materials for the learners, for a number of learners not exceeding 55.

No planned remedies for non-achievements/underperformance, no underperformance.

Activity 13 - Obtaining progress

reports from the training provider as required in the approved management prescriptions for the disbursement of budgetary allocations.

No planned remedies for non-achievements/underperformance, no underperformance.

Goal 3 - Support high level education and training through continuation of the bursary scheme for tertiary learners

Achievements

Activity 14 - Recruiting a total of four students by signed bursary agreements from tertiary institutions of which

- (i) two must be studying at final year level and two at honours level.
- (ii) In terms of the decision of the Advisory sub-committee, two of the recruited beneficiaries should be from one or more Technical universities, and the other two preferably from a university that presents a dedicated course in Dairy Science, as part of the overall curriculum.

4 bursaries awarded as planned, based on recommendations and approval of Advisory Committee.

Activity 15 - Disbursing the budgeted funds in two instalments as per the bursary agreement.

Both instalments of bursaries disbursed to successful students.

Activity 16 - Obtaining the required information on a periodic basis to determine the progress of beneficiaries.

Achievements

Received at end of first semester. Reminder despatched to beneficiaries for final reports at year's end. All four of the beneficiaries are continuing studies and has not been taken up into employment.

Activity 17 - Assisting beneficiaries with contact details of dairy enterprises in order for them to attempt to obtain employment in the dairy industry.

a. Marketing the beneficiaries to all enterprises in the dairy industry.

Contained in both newsletters and circulated to Advisory sub-committee members, some of which are HR functionaries.

Non-achievements / underperformance

Activity 14 - Recruiting a total of four students by signed bursary agreements from tertiary institutions of which

- (i) two must be studying at final year level and two at honours level.
- (ii) In terms of the decision of the Advisory sub-committee, two of the recruited beneficiaries should be from one or more Technical universities, and the other two preferably from a university that presents a dedicated course in Dairy Science, as part of the overall curriculum.

No Non-achievements/underperformance

Activity 15 - Disbursing the budgeted funds in two instalments as per the bursary agreement.

No Non-achievements/underperformance

Activity 16 - Obtaining the required information on a periodic basis to determine the progress of beneficiaries.

No Non-achievements/underperformance

Activity 17 - Assisting beneficiaries with contact details of dairy enterprises in order for them to attempt to obtain employment in the dairy industry.

a. Marketing the beneficiaries to all enterprises in the dairy industry.

No Non-achievements/underperformance

Reasons for non-achievements / underperformance

Activity 14 - Recruiting a total of four students by signed bursary agreements from tertiary institutions of which

- (i) two must be studying at final year level and two at honours level.
- (ii) In terms of the decision of the Advisory sub-committee, two of the recruited beneficiaries should be from one or more Technical universities, and the other two preferably from a university that presents a dedicated course in Dairy Science, as part of the overall curriculum.

Not applicable

Activity 15 - Disbursing the budgeted funds in two instalments as per the bursary agreement.

Not applicable

Activity 16 - Obtaining the required information on a periodic basis to determine the progress of beneficiaries.

The courses are semester-based and in-between reports are not obtainable.

Activity 17 - Assisting beneficiaries with contact details of dairy enterprises in order for them to attempt to obtain employment in the dairy industry.

- a. Marketing the beneficiaries to all enterprises in the dairy industry.

None.

Planned remedies for non-achievements / underperformance

Activity 14 - Recruiting a total of four students by signed bursary agreements from tertiary institutions of which

- (i) two must be studying at final year

level and two at honours level.
(ii) In terms of the decision of the Advisory sub-committee, two of the recruited beneficiaries should be from one or more Technical universities, and the other two preferably from a university that presents a dedicated course in Dairy Science, as part of the overall curriculum.

No non-achievements/underperformance, no remedy required.

Activity 15 - Disbursing the budgeted funds in two instalments as per the bursary agreement.

No non-achievements/underperformance, no remedy required.

Activity 16 - Obtaining the required information on a periodic basis to determine the progress of beneficiaries.

No non-achievements/underperformance, no remedy required.

Activity 17 - Assisting beneficiaries with contact details of dairy enterprises in order for them to attempt to obtain employment in the dairy industry.

a. Marketing the beneficiaries to all enterprises in the dairy industry.

No non-achievements/underperformance, no remedy required.

Goal 4 - Support high level education and training through supporting students to attend the SASDT Symposium

Achievements

Activity 17 -

b. Supporting eight tertiary students financially to attend the SASDT symposium, by:

- (i) Paying their registration fees;
- (ii) accommodation fees;
- (iii) an equitable portion or in full, their travel fees to attend, and

Non-achievements / underperformance

Activity 17 -

b. Supporting eight tertiary students financially to attend the SASDT symposium, by:

- (i) Paying their registration fees;
- (ii) accommodation fees;
- (iii) an equitable portion or in full,

(iv) pay for their justified meals during the symposium when such is not part of the attendance package.

On (b) above, 11 students have been supported in terms of planned expenditures as listed in (i) to (iv) above, within budgetary constraints. All attended SASDT symposium, some of which did presentations and other received student merit awards.

their travel fees to attend, and (iv) pay for their justified meals during the symposium when such is not part of the attendance package.

None.

Reasons for non-achievements / underperformance

Activity 17 -

b. Supporting eight tertiary students financially to attend the SASDT symposium, by:

- (i) Paying their registration fees;
- (ii) accommodation fees;
- (iii) an equitable portion or in full, their travel fees to attend, and
- (iv) pay for their justified meals during the symposium when such is not part of the attendance package.

None

Planned remedies for non-achievements / underperformance

Activity 17 -

b. Supporting eight tertiary students financially to attend the SASDT symposium, by:

- (i) Paying their registration fees;
- (ii) accommodation fees;
- (iii) an equitable portion or in full, their travel fees to attend, and
- (iv) pay for their justified meals during the symposium when such is not part of the attendance package.

None

Goal 5 - Render subject matter expertise based services to industry by serving on selected forums

Achievements

Activity 18 - Advisory sub-committee: Transformation; secondary industry Skills Development

Two meeting held. Attended, reports presented and accepted by advisory sub-committee.

Activity 19 - Advisory sub-committee: Transformation;

Non-achievements / underperformance

Activity 18 - Advisory sub-committee: Transformation; secondary industry Skills Development

No Non-

primary industry Skills Development

Attended second meeting of the year.

Activity 20 - Advisory Committee: Transformation (main committee)

Attended second meeting for the year.

Activity 21 - Advisory Committee: Research and Development

Attended second meeting for the year.

Activity 22 - Technical Committee: SAMPRO

Newest comments on R2581 compiled and forwarded to DAFF, resulting from extensive communication with Committee members and convenor, as well as DSA.

Activity 23 - Technical Committee: DSA

Attended scheduled meeting on Code of Conduct/Practice for secondary industry.

Activity 24 - FoodBev SETA Dairy Chamber

Attended scheduled meeting. Assisted Chamber Chairman with constructing the agenda as well as inputs in support of agenda. Working intimately with Chamber on various inputs that form part of this Project of Milk SA, e.g. (1) Dairyman curriculum; (2) Milk Reception Operator curriculum; (3) Sector Skills Plan and Scarce Skills; (4) Internship for academic university graduates

Activity 25 - Re-convened Constituency Group for curriculum development (Milk Reception Operator)

None. Will not happen in 2014, not under SAMPRO's control.

Activity 26 - Attending the WDS in Israel (to attend Standing Committee on Dairy Science and Technology presentations, in order to determine new trends in technology that may impact on our approach to Training & Education).

None. Cancelled due to budget constraints.

achievements/underperformance

Activity 19 - Advisory sub-committee: Transformation; primary industry Skills Development

No Non-achievements/underperformance. One meeting not attended due to being busy conducting a Dairyman workshop.

Activity 20 - Advisory Committee: Transformation (main committee)

No Non-achievements/underperformance

Activity 21 - Advisory Committee: Research and Development

No Non-achievements/underperformance

Activity 22 - Technical Committee: SAMPRO

No Non-achievements/underperformance

Activity 23 - Technical Committee: DSA

No Non-achievements/underperformance

Activity 24 - FoodBev SETA Dairy Chamber

No Non-achievements/underperformance

Activity 25 - Re-convened Constituency Group for curriculum development (Milk Reception Operator)

Envisaged meeting has not taken place, not under SAMPRO's control.

Activity 26 - Attending the WDS in Israel (to attend Standing Committee on Dairy Science and Technology presentations, in order to determine new trends in technology that may impact on our approach to Training & Education).

WDS not attended (due to budget constraints).

Reasons for non-

achievements / underperformance

Activity 18 - Advisory sub-committee: Transformation; secondary industry Skills Development

Reasons for non-achievements/underperformance
None

Activity 19 - Advisory sub-committee: Transformation; primary industry Skills Development

Reasons for non-achievements/underperformance
Rescheduled Dairyman workshops made Project Manager unavailable for the first meeting of the year.

Activity 20 - Advisory Committee: Transformation (main committee)

Reasons for non-achievements/underperformance
Either no invitation was received or another scheduled activity made Project Manager unavailable.

Activity 21 - Advisory Committee: Research and Development

Reasons for non-achievements/underperformance
No invitation received as yet, or Dairyman workshop presented in the time frame for first meeting.

Activity 22 - Technical Committee: SAMPRO

Reasons for non-achievements/underperformance
Not applicable.

Activity 23 - Technical Committee: DSA

Reasons for non-achievements/underperformance
Not applicable.

Activity 24 - FoodBev SETA Dairy Chamber

Reasons for non-achievements/underperformance
Not applicable.

Activity 25 - Re-convened Constituency Group for curriculum

development (Milk Reception Operator)

Reasons for non-achievements/underperformance
SETA has taken over process and has not yet scheduled this meeting.
Not under control of SAMPRO.

Activity 26 - Attending the WDS in Israel (to attend Standing Committee on Dairy Science and Technology presentations, in order to determine new trends in technology that may impact on our approach to Training & Education).

Reasons for non-achievements/underperformance
Budget constraints.

Planned remedies for non-achievements / underperformance

Activity 18 - Advisory sub-committee: Transformation; secondary industry Skills Development

Planned remedies for non-achievements/underperformance
Not applicable

Activity 19 - Advisory sub-committee: Transformation; primary industry Skills Development

Planned remedies for non-achievements/underperformance
To attempt to schedule activities on alternative dates if possible.

Activity 20 - Advisory Committee: Transformation (main committee)

Planned remedies for non-achievements/underperformance
As far as possible, to schedule activities on non-clashing dates, if possible.

Activity 21 - Advisory Committee: Research and Development

Planned remedies for non-achievements/underperformance
As far as possible, to schedule activities on non-clashing dates, if possible.

Activity 22 - Technical Committee: SAMPRO

Planned remedies for non-achievements/underperformance
Not applicable.

Activity 23 - Technical Committee:
DSA

Planned remedies for non-achievements/underperformance
Not applicable.

Activity 24 - FoodBev SETA Dairy Chamber

Planned remedies for non-achievements/underperformance
Not applicable.

Activity 25 - Re-convened Constituency Group for curriculum development (Milk Reception Operator)

Planned remedies for non-achievements/underperformance
Frequent and intense enquiries as to lack of action to SETA.

Activity 26 - Attending the WDS in Israel (to attend Standing Committee on Dairy Science and Technology presentations, in order to determine new trends in technology that may impact on our approach to Training & Education).

Planned remedies for non-achievements/underperformance
None applicable.

Income and expenditure statement

Income and expenditure statement	Fin Statements 2014 Training.pdf
Unnecessary spending during period	No

Popular Report

No file has been uploaded

Additional documentation

[Summative report of Matriculants Feb'15.xlsx](#)

Statement

Levy funds were applied only for the purposes stated in the contract	Yes
Levy funds were applied in an appropriate and accountable manner	Yes
Sufficient management and internal control systems were in place to adequately control the project and accurately account for the project expenditure	Yes
The information provided in the report is correct	Yes