



## **Transformation: Secondary Industry Skills Development**

(PRJ-0067-2015)

### **SAMPRO (Training)**

**Quarter 2 2015** (April 2015 till June 2015)

#### **Project goals**

**Goal 1 - Goal 1, Strengthening of the Dairyman curriculum to full registration; Activity a: Render support to FoodBev SETA (FBS) as Development Quality Partner (DQP) of the Dairyman qualification to obtain final registration for the qualification (via Dairy Chamber; deploying subject matter expertise, discussions with both FBS targeted personnel and QCTO personnel). (first semester 2015)**

##### ***Achievements***

Attended clarification meeting with representative from QCTO with ETQA Manager of SETA in order to ascertain the format in which Dairyman will be registered. Assisted SETA in selecting Qualification Development Facilitator (QDF) and Learner QDF to capture decided on format of qualification for final submission to Evaluation Committee at SAQA. Both QDF and LQDF finally appointed by SETA. Capturing of curriculum on QCTO template has commenced and is scheduled for completion end July 2015.

##### ***Non-achievements / underperformance***

Final registration of Dairyman curriculum not completed.

##### ***Reasons for non-achievements / underperformance***

Due to late start by FoodBev SETA.

##### ***Planned remedies for non-achievements / underperformance***

Support capturing process with advice and frequent follow-up/enquiring.

**Goal 2 - Goal 1, Strengthening of the Dairyman curriculum to full registration; Activity b: Finalization of the provisional Service Level Agreement (SLA) between SAMPRO and FBS in respect of devolved curriculum/qualification quality assurance activities. (first semester 2015)**

##### ***Achievements***

Final version of Service Level Agreement received late 2014/beginning 2015 and cleared with SAMPRO CEO for

##### ***Non-achievements / underperformance***

Only provisional approval of QMS obtained.

signing. Signed and presented to SETA. All requirements encompassed in SLA presented to FoodBev SETA (Quality Management System and criteria for registration of assessors and moderators). Also started induction moderation process (to register SAMPRO as Provider, by exhibition of all learning materials and assessment tools).

### ***Reasons for non-achievements / underperformance***

The created QMS is appreciably more complex and detailed than expected by the SETA, and they require time to interrogate it properly.

### ***Planned remedies for non-achievements / underperformance***

Frequent follow-up and offering of advice on the submitted QMS.

## **Goal 3 - Goal 1, Strengthening of the Dairyman curriculum to full registration; Activity c: Render support to FBS as Assessment Quality Partner (AQP) of the Dairyman qualification by finalization and promulgation of the Quality Management System (QMS) developed for Dairyman. (first semester 2015)**

### ***Achievements***

Started arranging the execution of final assessments (beginning of July) of first learners whose Portfolio's of Evidence has been completed (and 'checked' by the SETA during an on-site visit arranged by Project Manager). This is deemed by the SETA to be still part of the pilot study.

### ***Non-achievements / underperformance***

Not nearly enough learners have compiled their Portfolio's of Evidence to completion to ensure that all learners currently in the system will be assessed in 2015, despite on-site visits during the first semester to assist with this. Many learners may only be ready for assessment in 2016.

### ***Reasons for non-achievements / underperformance***

Too little support on-site by workplace instructors/mentors for learners to compile and complete their Portfolio's of Evidence (WHICH IS A VERY IMPORTANT ELEMENT OF THE SERVICE LEVEL AGREEMENT WITH THE SETA).

### ***Planned remedies for non-achievements / underperformance***

Frequent follow-up and offering of support and/or advice. Unfortunately there is not enough time or funds to execute a second round on on-site visits for this.

**Goal 4 - Goal 1, Strengthening of the Dairyman curriculum to full registration; Activity d: Conducting joint industry-FBS public workshop(s) on the implementation of the Dairyman qualification (covering the curriculum, modus operandi and QMS). (first semester 2015)**

***Achievements***

The lack of progress with the registration of the curriculum (underway) and final approval of the QMS (provisional only), prevents rapid implementation of the QMS with workplace and prospective private providers (of Dairyman in the future). Nevertheless, it is the SETA's express intention to do 'roadshows' with SAMPRO for this purpose - what lacks is a clear time frame. Therefore no achievements can be reported in this regard.

***Non-achievements / underperformance***

No workshops (as planned) held with workplace and/or prospective private providers to explain implementation of the curriculum and QMS as yet.

***Reasons for non-achievements / underperformance***

Lack of speed of registration of curriculum by DQP (FoodBev SETA) and final approval of the QMS by the AQP (FoodBev SETA).

***Planned remedies for non-achievements / underperformance***

Frequent follow-up and offering of advice. Prayer is considered.

**Goal 5 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity a: Guide learners who did not successfully complete the theory phase to completion thereof (which may include a Recognition of Prior Learning – RPL – process). (first semester 2015)**

***Achievements***

All possible assistance to learners who are in arrears with assessments and re-assessments have been rendered.

***Non-achievements / underperformance***

Very few learners (less than 5) are still in arrears. These are handled on an individual basis.

***Reasons for non-achievements / underperformance***

Most probably lack of urgency by individual learners, with a minority reason of lack of support by on-site instructors/mentors. All support from SAMPRO's side has been rendered and can be repeated where needed.

***Planned remedies for non-***

## ***achievements / underperformance***

Frequent follow-up and offering of advice. From reports by on-site facilitators it seems that a lack of urgency by some learners seems to be the main reason for matters in arrears.

**Goal 6 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity b: Guide learners who did not successfully complete the practical and Workplace Experience phases, to completion thereof (which may include a Recognition of Prior Learning – RPL – process). (first semester 2015)**

### ***Achievements***

All possible assistance to learners who are in arrears with assessments and re-assessments have been rendered.

### ***Non-achievements / underperformance***

Too few Practical Internal Assessments have been performed on-site by workplace instructors/assessors.

### ***Reasons for non-achievements / underperformance***

During on-site visits it was determined that learners did not convey the complete message of what was expected during the on-site phase of learning after the theory workshops. This was corrected without exception by the Project Manager.

### ***Planned remedies for non-achievements / underperformance***

Frequent follow-up and offering of advice.

**Goal 7 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity c: Guide enterprise based mentors and learners in finalizing the prescribed Portfolio's of Evidence, containing all achievements required for exit moderation of the internal assessment phase, as prerequisite for engagement in the external assessment phase. (first semester 2015)**

## ***Achievements***

A full round of on-site visits has been conducted in the second quarter of the first semester and only two learners were not present during said visits. One of them is under supervision of a new facilitator with which constant contact is maintained, whilst the second needs to be visited (there are doubts about the cost-effectiveness of such a visit alone, and opportunity is being sought to do such a visit in conjunction with further objectives).

## ***Non-achievements / underperformance***

Only one learner still 'out of the loop' with on-site visit (refer to 'achievements').

## ***Reasons for non-achievements / underperformance***

The learner was on holiday when the Project Manager conducted on-site visits in that region. Thus, a visit could not be performed.

## ***Planned remedies for non-achievements / underperformance***

To visit the learner as soon as a justifiable reason exists for travelling to that region. In the mean time electronic and telephonic contact is maintained.

**Goal 8 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity d: Conducting the external assessment phase for engaged learners in terms of the allocated activities captured in the SLA with FBS (may include assessments and/or moderations). (first semester 2015)**

## ***Achievements***

First seven (7) learners were assessed on-site in the first week of July, with very positive results. Four (4) were Ripened Cheese Makers and three (3) were Processed Cheese Makers.

## ***Non-achievements / underperformance***

Further request for final assessments are awaited.

## ***Reasons for non-achievements / underperformance***

Too few learners have completed their Portfolio's of Evidence.

## ***Planned remedies for non-achievements / underperformance***

Frequent follow-up and offering of advice.

**Goal 9 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity e: Reporting on the achievements of successful learners in terms of the QMS to FBS, so as to obtain final certification by QCTO. (first semester 2015)**

***Achievements***

First reporting to AQP (FoodBev SETA) to be done before end July, but awaiting final approval of QMS (only provisionally approved, including reporting formats). SETA was aware of assessments and was requested to appoint external moderator, which was declined.

***Non-achievements / underperformance***

No reporting performed as yet.

***Reasons for non-achievements / underperformance***

Awaiting final approval of QMS (was scheduled for 1 July 2015).

***Planned remedies for non-achievements / underperformance***

Telephonic and electronic follow-up on QMS approval, frequently.

**Goal 10 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity a: (first semester 2015)**

***Achievements***

Duplication of Goal 5 - Goal 2 (to be removed by Web site host)

***Non-achievements / underperformance***

Duplication

***Reasons for non-achievements / underperformance***

Duplication

***Planned remedies for non-achievements / underperformance***

Duplication

**Goal 11 - Goal 3: Provision of a round of theory provision for new learners (may include stragglers from pilot study or 2014); Activity a: Schedule and conduct two rounds of workshops (6 in total) for theory subjects 1; 2 and 4 of which 3 is presented in the northern regions and the remainder in the southern regions of the country (30 learners in total envisaged). SAMPRO**

**will budget for and supply learning materials and provision (including internal assessment). (first and second semester 2015)**

### ***Achievements***

Dates scheduled and presented to prospective users (enterprises). Nominations received. Final schedule will be drawn up based on numbers and regions where learners are present.

### ***Non-achievements / underperformance***

Final schedule not yet compiled.

### ***Reasons for non-achievements / underperformance***

Very low numbers of nominees,

### ***Planned remedies for non-achievements / underperformance***

Contacted prospective users that are in arrears with nominations. To be finalised by end July.

**Goal 12 - Goal 3: Provision of a round of theory provision for new learners (may include stragglers from pilot study or 2014); Activity b: Schedule and conduct one round of workshops in such specialization subjects (subject 3) as would be required for learners engaged (30 learners in total envisaged). SAMPRO will budget for and supply learning materials and provision (including internal assessment). (first and second semesters 2015)**

### ***Achievements***

Dates scheduled and presented to prospective users (enterprises). Nominations received. Final schedule will be drawn up based on numbers and regions where learners are present.

### ***Non-achievements / underperformance***

Final schedule not yet compiled.

### ***Reasons for non-achievements / underperformance***

Very low numbers of nominees.

### ***Planned remedies for non-achievements / underperformance***

Contacted prospective users that are in arrears with nominations. Final schedule to be compiled by end July.

**Goal 13 - Goal 4: Making available subject matter expertise to redevelop the qualification for Milk Reception Operator as feeder qualification for Dairyman, as curriculum-based qualification, in support of FBS (the**

preferred DQP and AQP); Activity a: Assist FBS in mobilising the QCTO process prescribed for qualification development (such as nominating and gathering the Constituency Group; communicating with Communities of Expert Practitioners and conducting revision and approval meetings). (first and second semesters 2015)

### ***Achievements***

Process re-initiated with DQP (SETA) and appointed QDF to ensure appointment of facilitator to conduct QCTO prescribed meetings with required Constituency Group (CG). QDF is on board and facilitator, but the ETQA Manager has not approved the (partial) budget for this qualification.

### ***Non-achievements / underperformance***

Lack of progress on side of SETA with approving partial budget for Milk Reception Operator per se. Overall budget has been approved. The problem is that Milk Reception Operator is a part-qualification in the "Process Machine Operator" band of qualifications which consists of 26 part-qualifications. All developments have to draw on funds approved for the whole qualification (except the facilitator's meeting fees which is in this project's budget).

### ***Reasons for non-achievements / underperformance***

SETA approval of development funds for Milk Reception Operator not yet cleared.

### ***Planned remedies for non-achievements / underperformance***

Frequent follow-up and offering of advice. This is scheduled for completion by end December 2015.

**Goal 14 - Goal 4: Making available subject matter expertise to redevelop the qualification for Milk Reception Operator as feeder qualification for Dairyman, as curriculum-based qualification, in support of FBS (the preferred DQP and AQP); Activity b: Develop the Curriculum Document; Qualification Document; Qualification Assessment Specifications and Process Report for Milk Reception Operator (deploying a consultant) for submission to QCTO via FBS to evaluate and approve for registration. (first and second semesters 2015)**

### ***Achievements***

None of the required documents have been developed, but the Occupational Profile has been analysed to initiate the rest.

### ***Non-achievements / underperformance***

None of the four required documents have been developed.

### ***Reasons for non-achievements / underperformance***



### ***underperformance***

Non-release of funds by the SETA.

### ***Planned remedies for non-achievements / underperformance***

Frequent follow-up and offering of advice.

**Goal 15 - Goal 4: Making available subject matter expertise to redevelop the qualification for Milk Reception Operator as feeder qualification for Dairyman, as curriculum-based qualification, in support of FBS (the preferred DQP and AQP); Activity c: Repackage the existing learning materials required, with Powerpoint presentations as learning aids to address the curriculum requirements for Milk Reception Operator (including theory modules and assessment questionnaires; practical modules and assessment observation checklists; workplace experience logbooks; finishing theory manual; final external theory questionnaires (3) and final practical observation checklist). (first and second semesters 2015**

### ***Achievements***

None

### ***Non-achievements / underperformance***

No repackaging of any required learning materials or assessment tools (internal or external) have been conducted. This will probably stand over to 2016.

### ***Reasons for non-achievements / underperformance***

Lack of progress by DQP (SETA) on almost all aspects of this development. The appointed QDF has started the process but the current priorities are not aligned with that of the dairy industry.

### ***Planned remedies for non-achievements / underperformance***

Frequent follow-up and offering of advice.

**Goal 16 - Goal 5: Support for training of unemployed school-leavers in dairy technical learnerships; Activity a: Contribute partial training fee per learner, disbursed according to the management model deployed in 2014**

**(three instalments; 50%; 25% and 25%). (year long)**

### ***Achievements***

Two of three payments in respect of training fee subsidy has been made. Third only due upon presentation of final results.

***No Non-achievements / underperformance has been reported***

**Goal 17 - Goal 5: Support for training of unemployed school-leavers in dairy technical learnerships; Activity b: Provide learning materials to recruited learners, on-site, in printed form and enclosed in lever arch files, surface-mailed/couriered. (year long)**

### ***Achievements***

All learning materials as required have been printed and delivered on-site where training is conducted.

***No Non-achievements / underperformance has been reported***

**Goal 18 - Goal 6: Support tertiary education and training in dairy/food-related studies; Activity a: Recruit, award and administrate bursaries for final year and honours-level students at selected tertiary education and training institutions, in accordance with the existing bursary scheme. (year long)**

### ***Achievements***

Three bursaries awarded as planned. First semester result received from all bursary beneficiaries. Academic performances are well as expected.

***No Non-achievements / underperformance has been reported***

**Goal 19 - Goal 6: Support tertiary education and training in dairy/food-related studies; Activity b: Support tertiary students to attend the annual SASDT symposium in terms of the existing model deployed, together with marketing activities for the projects conducted by SAMPRO (e.g. exhibition at SASDT symposium and biennial newsletters. (year long)**

### ***Achievements***

As planned 8 students supported financially for registration fee, travel cost and accommodation, as well as a small subsistence fee for meals not included in the symposium package. All attended, of which some presented speeches, some posters and others just attended. First biennial newsletter not yet despatched at the time of this report (in which - amongst others - the bursary beneficiaries' contact details are presented for interested parties and prospective employers).

## No Non-achievements / underperformance has been reported

### Goal 20 - Goal 7: Render subject matter expertise based services to industry by serving on selected forums (year long)

**Achievements** a. *Advisory sub-committee: Transformation, secondary industry skills development.* b. *Advisory sub-committee: Transformation, primary industry skills development* c. *Advisory committee: Transformation (main committee)* d. *Advisory committee: Research and development* e. *Technical committee: SAMPRO* f. *Technical committee: Dairy Standards Agency* g. *Dairy Chamber of FoodBev SETA* h. *Constituency Group: Milk Reception Operator*

Attended all relevant meetings except R&D (the latter for reason of being on-site with Dairyman learners for guidance on the construction of their portfolio's of evidence).

### Non-achievements / underperformance

Did not attend R&D meeting.

### Reasons for non-achievements / underperformance

Project Manager was on-site with Dairyman learners, away from the office and region.

### Planned remedies for non-achievements / underperformance

None

## Income and expenditure statement

Income and expenditure statement	<a href="#">Sec Ind SD Fin 2nd qtr.pdf</a>
Unnecessary spending during period	No

## Popular Report

No file has been uploaded

## Additional documentation

No file has been uploaded

## 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