



TRANSFORMATION: SECONDARY INDUSTRY SKILLS AND KNOWLEDGE DEVELOPMENT

(PRJ-0189-2018)

SAMPRO (Training)

Quarter 2 2018 (April 2018 till June 2018)

Project goals

Goal 1 - Finalization of a pilot study (before introducing it more widely) towards the registration of a "Dairyman" curriculum"

Achievements

All non-assessed (final, summative) learners engaged in the Dairyman pilot study, has now been adjudicated to select those that have progressed the furthest so as to be eligible for final assessment. Not all remaining learners will qualify for this and the non-selected one will most probably have to be retrained (some have not completed their internal assessments yet), if selected by their enterprises. It is estimated between 8 and 15 learners will qualify, but the rest have let their own processes behind to such an extent, that they will never finish. Further co-operation with enterprises to assist in selecting and arranging for final assessment is underway.

Additional reporting: Lists of these learners have been despatched to the training manager or co-ordinator of participating enterprises and mutual planning is done to determine whether or not these learners will eventually be ready for assessment. **TWO CONDENSED MILK MAKERS HAVE BEEN ASSESSED and TWO FERMENTED PRODUCT MAKERS and TWO FRESH MILK PROCESSORS are scheduled for assessment in the last week in July.**

Non-achievements / underperformance

Eight potentially 'ready-for-final-assessment' learners have been withdrawn for the time being (by the enterprise, not the project), as they may form part of a retrenchment plan at a specific site of a participating enterprise. Finality on the situation has not been presented to this project. If any of them remain, their assessment would only be possible later in the year.

Reasons for non-achievements / underperformance

Personnel numbers reduction by the enterprise.

Planned remedies for non-achievements / underperformance

Maintaining periodic contact with the head office of the enterprise, to determine status quo.

Goal 2 - Finalization of a pilot study towards the registration of a "Milk Reception" curriculum

Achievements

Six learners were engaged in this pilot study, of which only one still has one internal assessment outstanding, whilst the rest have indicated fair to advanced progress with their portfolios of evidence. This one learner has been reminded (via his mentor) and feedback is awaited. 5 of the six is within a day's travelling distance by vehicle and can be assessed at fairly short notice (depending on their portfolios). The sixth has indicated substantial progress. Assistance is rendered as far as possible on the evidence that is suitable for collection to insert in portfolios. It is aimed for completion by end of the third quarter. On-site visits may aid in this endeavour.

Additional reporting: Two learners have been indicated as actively constructing their portfolios and have already requested the Finishing Modules and sample questionnaires with model answers to prepare for final assessment. It is aimed for completing these two in the third quarter. On the remaining four very little feedback has been received (although it is known that two of the four may be part of retrenchments at a specific enterprise).

Non-achievements / underperformance

None of the six learners have been assessed (final) yet.

Reasons for non-achievements / underperformance

Learners reported as not ready yet.

Planned remedies for non-achievements / underperformance

Assistance at a distance as far as possible, in terms of construction of portfolios and correspondence to support.

Goal 3 - Finalization of a pilot study towards the registration of a "Laboratory Analyst" curriculum

Achievements

As per the previous reports, there was an 18 month delay in developments (apart from the drafting of an Occupational Profile upon which the curriculum is based). A QDF has been appointed by the SETA and a first meeting between the Project Manager and SETA staff and QDF took place, which gives new momentum to this endeavour. In the formal report a document reporting on the discussions and decisions of said meeting is presented.

Additional reporting: Three formal workshops have been conducted by the QDF, all of which were attended by the Project Manager with appreciable inputs. These were committed to (1) clarification and updating of the Occupational Profile submitted by this Milk SA project. It can be reported that the rationale was accepted and (what was hoped for) realization that a sector wide qualification was unachievable, so that the QDF advised the SETA to reapply for the development mandate, but curtailed to a Dairy Laboratory Analyst curriculum only. The second and third workshops were used for determining the theory subjects and topics required, with a start to the practical skills analysis. A fourth workshop on the practical modules is scheduled for 19 & 20 July. It is foreseen that two or three further workshops will have to be conducted.

Non-achievements / underperformance

Practical module specifications still in development, workplace experience learning modules not initiated yet. Assessment specifications compiled during every workshop.

Reasons for non-achievements / underperformance

No administrative reason per se, but the magnitude and diversity of knowledge and skills that form part of the curriculum is comprehensive.

Planned remedies for non-achievements / underperformance

Design the curriculum so that various versions (selected or choice specializations) are available, without overly loading any single version.

[E.g. a Laboratory Analyst at a small factory, processing a single range of dairy products, should be able to

obtain the qualification, without the requirement to master the analyses for various product ranges, or else the learner may never have the chance to obtain the qualification - for instance by moving from one branch to another to also learn to analyse other product ranges.]

Note. It is sometime quite a task to convince both the QDF and some of the expert group members of this.

Goal 4 - Maintenance of all learning material

Achievements

Aimed for completion by the end of the second quarter, some two-thirds of existing unit standard based learning materials have been reviewed, all Coaching Manuals, all Posters and all Power Point Presentations. The remaining third of unit standards and all Dairyman and Milk Reception Operator learning materials still have to be reviewed.

Additional reporting: This has now been completed and the text and context of existing learning materials have been checked and corrected where needed.

No Non-achievements / underperformance has been reported

Goal 5 - Review existing and develop additional Coaching Manuals, aimed at potential new entrants and especially for employees with limited foundational education

Achievements

A (singular and one-sided) critical review of the existing Coaching Manuals by the Project Manager convinced him that no further developments in this regard ought to be necessary. The range of Coaching Manuals is such that from most menial tasks to highly advanced tasks are covered in the existing manuals, which should cover 'embrionic' and advanced operations.

Additional reporting: Nothing further to report.

No Non-achievements / underperformance has been reported

Goal 6 - Promotion of "part qualifications" when full learnerships is not an option; and guidance to industry on the implementation thereof

Achievements

Such part-qualifications were approved by both the advisory sub-committee and the Dairy Chamber. However, there seems to be a new direction at QCTO and SAQA with registration of curriculum based qualifications and it would be wise to await guidelines from them before finalising the existing (designed) part-qualifications. It is also at this stage uncertain whether or not QCTO (and

Non-achievements / underperformance

Finality on SETA policy in this regard has not been presented following the enquiry.

Reasons for non-achievements /

SAQA) will still require such part-qualifications.

Additional reporting: A comprehensive script on this subject has been compiled and forwarded to the CEO of the SETA. No dedicated answer has been forthcoming. It will be followed up at the Combined Chamber meeting on 16 July 2018. Nevertheless, it is deemed to be rather in the realm of providers, as the provision of learning depends on a contract between provider and user, which can be done over a period of choosing as mutually agreed upon. The problematic aspect is whether or not the SETA would allocate grants to a process that employs a longer learning time. As things stand there are prescribed times allocated to employed (18 months) and unemployed (13 months) learners in which to complete a qualification (most occupational qualifications, excluding apprenticeships).

underperformance

Firstly, it is not sure whether or not the QCTO still requires 'part-qualifications' as a potential route to the attainment of a qualification and this perhaps amkes the SETA unsure of an answer. Secondly the problem as stated above (allocation of grants over a longer than standard period) must be clarified.

Planned remedies for non-achievements / underperformance

To be discussed during the Combined Chamber meeting of 16 July 2018.

Goal 7 - Quality assurance for curriculum based qualifications

Achievements

All preparatory work is completed, but implementation is reliant on registration and the current problem is the non-registration of both Dairyman and Milk Reception Operator. As for other connected goals, we are awaiting developments in the seemingly new direction that QCTO might be embarking on in respect of the registration of Dairyman and Milk Reception (it is expected that they will request a resubmission as 10 separate qualifications (Dairyman), but no clarity has been given on Milk Reception (which is one of a 21-part parent qualification) yet.

Additional reporting: Following the despatch of a strongly worded script from this project to the CEO of the SETA on the excessively long delay with the registration of the Dairyman curriculum, a letter was received from the CEO that seems to carry good news in this regard. The main message seems to be that QCTO itself has submitted Dairyman as 10 separate qualifications for registration by SAQA, and a 'hoped for' date (end July, though it was not stated which year) was mentioned.

No Non-achievements / underperformance has been reported

Goal 8 - Remote and on-site advice on skills and knowledge development

Achievements

Ongoing with no real measurable objectives, but frequent enquiries are handled via e-mail as referred by DSA and CEP, as well as directly from enterprises.

Additional reporting: Nothing further to report.

No Non-achievements / underperformance has been reported

Goal 9 - Participation in skills development work groups at FoodBev SETA

Achievements

The Project manager serves on the Dairy Chamber (with this primary mandate) and also attends the Combined Chamber meetings. He also champions the design and development of the Laboratory Analyst curriculum in close co-operation with the ETQA, Constituency Group and Community of Expert Practitioners and the newly appointed QDF for this curriculum.

Additional reporting: The involvement of further quality experts from high-profiled enterprises as well as smaller potential users of this curriculum is continually sought by personal intervention. Unfortunately two such enterprises have indicated that, although they would be interested in using the curriculum, they did not have a person that they could allocate to the somewhat intense commitment required for this project goal. A third enterprise has not rejected the request and a visit to share the importance and progress to date is scheduled for 14 July, with the hope that the quality manager could be released for participation in the remaining workshops.

Non-achievements / underperformance

Too few middle-sized and no small dairies are involved in the 'Community of Expert Practitioners' working with the QDF for the Laboratory Analyst curriculum.

Reasons for non-achievements / underperformance

Two of the mid-sized enterprises - although interested in eventually using the Laboratory Analyst curriculum - declared that they do not have someone skilled enough to allocate to the 'Community of Expert Practitioners', or could not release the person for the extended times required and one did not even respond.

Planned remedies for non-achievements / underperformance

The Project Manager is still trying to get at least ONE middle-sized member on board for greater 'integrity' of the grouping.

Goal 10 - Participation in authoritative bodies such as Foodbev Seta, QCTO and Milk SA Committees to develop and maintain skills development expertise

Achievements

The secondary dairy industry has no dealings with Agriseta, but definitely with FoodBev SETA and no direct contact with QCTO. Assistance – on request – may be rendered to QCTO, via the FoodBev SETA, to elaborate on and help shape policies on quality assurance of training (as has happened in the case of Dairyman).

Additional reporting: Nothing further to report.

No Non-achievements / underperformance has been reported

Goal 11 - Uploading of learning materials onto a website

Achievements

The enterprise that has taken over the IT support which includes the web site, has eventually 'Come to the party'

Non-achievements / underperformance

The final setup has not been attained, whether or not the web

and decided to retain the website support. A discussion meeting is scheduled for early in the second quarter to initiate the redesign and repopulation of the current website.

Additional reporting: Informal discussions by the internal Project Management Committee (Project Manager, CEO and Office Manager/Business Economist of SAMPRO), has led to a provisional decision that the training website ought to be combined with the SAMPRO web site. It is planned that a link on the SAMPRO web site should lead to the repository of learning materials (which is the future function of the training website), with a menu of available learning materials AND indices that explain the contents of such learning materials. However, as the current policy deployed does not allow free access to the learning materials (and only to enterprises in good standing with Milk SA), users who would want to access the learning materials would still have to register for such and be allocated user names and pass words for such faculty. This needs to be cleared with the host. The menu and indices should be completed by end July.

sites will be merged or not. Also, the intended menus are completed, but the detailed indices to support the menus have not.

Reasons for non-achievements / underperformance

Uncertainty of the end result required/recommended and staggered communication with the host.

Planned remedies for non-achievements / underperformance

To decide (internally) on the direction to follow together with SAMPRO and to arrange a direction giving meeting with the host - before middle August.

Income and expenditure statement

Income and expenditure statement	Training_fin_2ndqtr 2018.pdf CORFIN078 Std 2ndQtr(2018) Fin Rep for SecSD Projects.xls
Unnecessary spending during period	No

Popular Report

[POPULAR FORMAT 2nd QUARTERLY REPORT.docx](#)

Additional documentation

- [Dairy communique1.pdf](#)
- [Dairy communique2.pdf](#)
- [Dairy communique3.pdf](#)
- [Dairy communique4.pdf](#)
- [SETA communiqes.pdf](#)

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