



**ARRANGED AS TITLES FOR SUB-PROJECTS:1. "Dairyman" curriculum pilot study finalization 2. Promotion of workplace training participation by industry 3. Promotion of tertiary education in dairy-related disciplines**

(PRJ-0005-2013)

**SAMPRO (Training) -**

**Quarter 2 2013** (April 2013 till June 2013)

**Project goals**

**Goal 1 - Capturing of curriculum design on QCTO 'tool', including amendments by QCTO (approval Constituency Group)**

***Achievements***

Submissions to QCTO completed as reported in first quarter.

***Non-achievements / underperformance***

Feedback is still awaited from 2 committees of QCTO on submissions made to QCTO via FoodBev SETA.

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

Lack of skilled personnel at FoodBev SETA who is to submit Application for Appointment as Assessment Quality Partner (AQP) for the curriculum (no such capacity exists or is attainable/affordable within industry).

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

Already conducted:

1. Functions of and criteria for approval of an AQP (as originally received from QCTO) have been analyzed in detail and shared with both FoodBev SETA and QCTO, in an attempt to determine what activities a provider of the curriculum (such as SAMPRO) could conduct in support of FoodBev SETA as AQP,

so that a "Service Level Agreement"™ (SLA) can be established between FoodBev SETA and SAMPRO.

2. An updated version of the above-mentioned "Function of and Criteria for approval"™ was received and compared (by analysis) with the existing. The outcome was that the differences were identified and not substantially different from the original, save for two changes, which ought to be considered in the SLA. This was shared with both QCTO and FoodBev SETA.

3. One further work meeting held between QCTO, FoodBev SETA and SAMPRO to attempt to ensure progress.

4. A design for a Quality Management System which would be "curriculum-friendly"™ when applied by industry users, have been submitted to Advisory sub-committee and FoodBev SETA, with exceptionally little comments received (indicating proper design).

## **Goal 2 - Finalizing of SAMPRO 'Implementation Guidelines' and additional, required administrative tools**

### ***Achievements***

a. The original draft implementation guidelines which were circulated as reported in first quarterly report are being revised for incorporation into the Quality Management System mentioned under planned remedy (4) stated under Goal 1.

b. The Quality Management System is being developed for circulation to the Advisory sub-committee and FoodBev SETA for scrutiny. Target date is mid-August 2013. This is quite a daunting task, as QCTO prefers a "light-touch"™ approach, FoodBev tends to over-administrate and SAMPRO has to find a mutually acceptable "middle-road"™ in its design of the QMS.

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

The lack of SLA with FoodBev SETA, which hampers the finalization of the QMS for the curriculum.

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

Work overload at FoodBev SETA and QCTO, lack of skilled people in this regard (to be fair, it is a first for all players in this new realm "QCTO, FoodBev and SAMPRO).

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

Apart from frequent communication (and thus pressure on FoodBev SETA to progress), and design and development of QMS, it is hoped that progress made with the

establishment of the intended Dairy Chamber (establishment meeting on 6 August 2013) will add impetus to the efforts from SAMPRO to progress in this regard. SAMPRO has contributed in two ways with regard to the establishment of the Dairy Chamber, being:

- a. Drafting an agenda for the meeting, in collaboration with the industry representative on the Board of FoodBev SETA.
- b. Analyzing the way in which a Chamber should function, based on Constitutional prescriptions and provisions in the standardized SETA Constitution, and distribution thereof to nominees to the Chamber. This will inform a substantial portion of discussions during the establishment meeting.

### **Goal 3 - Guidance as to the completion of Foundational Learning Competence & Workplace Relations**

#### ***Achievements***

As reported in first quarterly report, full research into providers of FLC done and information distributed to participating enterprises. Notice has been taken of enrolments of participating candidates for both finishing training and RPL assessments by participating enterprises. Awaiting results for FLC.

Additionally, an analysis has been made of the outcomes of the Workplace Relations module implemented by a specific participating enterprise. It has been compared with that "prescribed"™ in the curriculum and found on par. This has been communicated to the participating enterprise.

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

Other participating enterprises are currently (and after repeated enquiries by SAMPRO) silent on progress with the "Workplace Relations"™ module, which is worrying, but not insurmountable (it can be completed after the final assessment for the attainment of the certificate in the pilot study).

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

Unknown, but indications are that training-active enterprises were very busy with the compilation of their workplace skills plans for submission to FoodBev SETA and could not attend to this matter (Workplace Relations training).

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

Taking up the issue again in the third quarter with participating enterprises.

## **Goal 4 - Guiding the construction of Portfolio's of Evidence for pilot study learners and seeing to its completion**

### ***Achievements***

As for report in first quarter, the design of the PoE has been communicated with all participating enterprises. A steady stream of graded knowledge questionnaires have been received for moderation. Awaiting increased volume as discussed by phone with some enterprises.

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

None specifically, but volume of papers received for moderation at this stage is disappointingly low.

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

Poor rate of completion by participating enterprises. Perhaps our project is competing with other training entered on enterprises' Workplace Skills Plans that carry grant values.

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

Frequent and constant communication with participating enterprises (rate seemingly picking up).

## **Goal 5 - Arranging and performing final, external, integrated assessments, with the aid of consultants**

### ***Achievements***

Following intense and frequent communication with some participating enterprises, information has been received of approximately 10 – 15 candidates progressing to a stage of final assessments becoming reality.

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

No final, external, integrated assessments have yet been conducted.

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

Participating enterprises have been receiving all inputs for their learners without any costs. There is very little to lose by not completing the endeavour, except for participating learner negativity. Nevertheless, indications are that there is a rise in the will to complete the pilot study from certain participants and we are hopeful that this will realize. This project is apparently competing with grant-rendering projects enterprises

have entered in their WSPs (Workplace skills plans).

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

Constant and frequent communication with participating enterprises, offering assistance of any realistic form to enhance completion.

**Goal 6 - Reporting to SETA and QCTO on the process and curriculum, with request for certificates**

***Achievements***

Nothing to report over and above that of the first quarter. Achievements in Goals 1 and 2 should support and enhance developments in terms of this goal.

***Non-achievements / underperformance***

As for first quarter.

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

As for first quarter.

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

As for first quarter.

**Goal 7 - Provide guidance on implementation guidelines and compilation of Portfolio's of Evidence (repeat of activity done in 2012 - no cost)**

***Achievements***

As for first quarter. PoE compilation design communicated in 2012 and again in 2013. Awaiting increase in completion, with constant reminders.

***Non-achievements / underperformance***

As for first quarter.

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

As for first quarter.

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

As for first quarter.

## **Goal 8 - Support the recruitment of Black schools-leavers in co-operation with FMCG Training Solutions for continued learnerships**

### ***Achievements***

Report from FMCG Training Solutions (the selected provider) indicates that 25 of the original 36 recruits will be completing their NQF2 learnerships through exit moderation. The balance of the recruits have either withdrawn themselves from the learning intervention or were disengaged from the participating enterprises for "natural" reasons (such as resignation or their services have been terminated; thus no intervention by the service provider could have foreseen or reversed the occurrence of non-finishers " this matter is under discussion with Milk SA in order to administratively handle such events).

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

The 11 non-finishers from this group. See brief discussion under "achievements".

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

See above. In effect we did not foresee the possible occurrence of events such as resignations, disengagements, etc. and have to create a philosophy, policy (and perhaps remedy) for such. TBA in third quarterly report.

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

In process of discussion with Milk SA officials.

## **Goal 9 - Market existing SAMPRO learning materials, SAMPRO involvement with various skills development initiatives and SETA**

### ***Achievements***

- a. First newsletter dispatched mid-second quarter.
  - b. Conducted exhibition at SASDT symposium in April 2013.
- Planning for third quarter:
- c. Exhibition planned for August at Careers and Bursary Fair in Rautenbach hall at University of Pretoria.
  - d. Second newsletter planned for September 2013.

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

## **Goal 10 - Conduct office-based advisory service to industry members on skills development**

### ***Achievements***

On-going. Handle on average 15 enquiries per month with expressed appreciation by enquirers. Visited Training officer at Danone as planned.

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

**Goal 11 - Serve on selected Advisory Committees and sub-committees of Milk SA and SAMPRO, to contribute subject matter expertise**

***Achievements***

- a. Attended all meetings for which invitations have been received except one. Made substantive contributions as recorded in minutes and as undertaken.
- b. Contributed substantially with respect to the Draft Regulations which are intended to replace R.2581 (compositional standards for dairy and imitation dairy products).

***Non-achievements / underperformance***

None as far as known, supervisor to express view on this.

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

Unknown

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

None

**Goal 12 - Supply printed copies of learning materials as and when ordered, to industry enterprises**

***Achievements***

- a. On target with respect to volume of sales (however not visible on financial statements up to June).
- b. On target with supply of learning materials to School-leavers project (1st and 2nd year learners)

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

**Goal 13 - Administrate Milk SA bursaries for PDIs**

***Achievements***

As for first quarter, 8 bursaries awarded as planned and approved by advisory sub-committee. First payments made, awaiting exam results for second payments.

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

**Goal 14 - Linking of bursary awards " as far as is possible " to specific research needs indentified by Research & Development Advisory Committee & Research**

## **Achievements**

Not applicable to under-graduate or Honours bursaries. No higher post-graduate bursaries awarded.

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

### **Goal 15 - Support tertiary students (bursary beneficiaries and others) financially to attend SASDT symposium**

#### **Achievements**

The following numbers of students were supported to attend SASDT symposium, through payment of registration fees; accommodation fees, transport fees and additional subsistence fees for meals:

- a. 2 students from CPUT
- b. 1 Student from US
- c. 1 Student from UFS
- d. 7 Students from UP

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

Three or four additional students could have been supported with the available funds earmarked, but intense attempts at recruitment at (also other) universities (such as North West and CUT) had no results. Not necessarily an under-achievement, but for the record.

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

None

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

None

## **Income and expenditure statement**

Income and expenditure statement	<a href="#">Fin State Opl Jun13.doc</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
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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