



**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 3 2013/2013** (July 2013 till September 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 and second quarters.

***Non-achievements / underperformance***

Application by FoodBev SETA to QCTO for appointment as Assessment Quality Partner (AQP). A number of analyses regarding the roles of FoodBev and SAMPRO, in respect of the functions and outputs connected to the Dairyman curriculum have already been submitted to FoodBev by SAMPRO to ensure clarity, but FoodBev has not submitted their application, without which no progress can be made.

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

Lack of skilled and mandated personnel at FoodBev SETA.

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

A new ETQA Manager has been appointed at FoodBev. It is his responsibility to expedite the above application. A meeting with him has been scheduled for 23 October 2013 in this regard.

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

### ***Achievements***

- a. The original draft implementation guidelines have been circulated as reported in both first and second quarterly reports.
- b. The Quality Management System has reached a point of development where nothing further can be done until a service level agreement between FoodBev and SAMPRO is established. Some moderation toolkits were obtained from FoodBev in the interim. These will be incorporated in the QMS being developed.

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

Lack of service level agreement (SLA) with FoodBev.

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

Analyses referred to in Goal 1 addressed this, but there were no mandated personnel to discuss this with until recently (1 October 2013, when ETQA Manager was appointed). Hopefully, meeting on 23 October with new ETQA will re-establish momentum in this regard.

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

Meeting scheduled for 23 October 2013 with newly appointed ETQA Manager at FoodBev, with sole purpose of regaining momentum with Dairyman curriculum registration. In the meantime the Dairy Chamber at FoodBev has also been established successfully, which should have a positive impact on this process.

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

### ***Achievements***

- a. As reported in first and second quarterly reports, full research has been conducted into providers of FLC and the information distributed to participating enterprises.
- b. SAMPRO to be registered as Assessment Centre for Independent Examinations Board exams. Thus candidates will be able to write IEB invigilated FLC exams at SAMPRO offices.
- c. Contact established between provider of Workplace Relations Training and participating enterprises.

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

## **Goal 4 - Guiding the construction of Portfolio's of Evidence for pilot study**

## learners and seeing to its completion

### ***Achievements***

A slight increase in internal theory assessments have been reported, with requests for final assessments in the fourth quarter. One assessment is scheduled for the end of the third quarter (5&6 September).

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

None specifically. The actual requests for assessments in the fourth quarter is encouraging, but the total request at this stage is for 10% of the original number of learners tutored. It does not make for a high forecast for the rest of the year.

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

Poor rate of completion by participating enterprises.

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

Frequent and constant communication with participating enterprises.

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

### ***Achievements***

The first final, external, integrated assessment has been conducted on 5 & 6 September 2013. This candidate was for the Ripened Cheese Maker version of the curriculum. He had also completed successfully the FLC and Workplace Relations modules, thus leaving nothing outstanding but eventual certification.

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

Excluding this one assessment, no others have been performed. However, six further assessments have been requested and scheduled (by participating enterprises) for the fourth quarter.

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

The Dairyman pilot study is competing with other training programmes on an unequal footing, in that participating enterprises also run skills programmes and learnerships for which they receive grants from FoodBev SETA, whilst they got the Dairyman provision for free. Thus they have nothing to lose when delaying the dairyman pilot study, whilst progressing on grant-funded programmes.

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

Encouragement to complete Dairyman by participating enterprises, through personal communication on a constant basis.

**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 two quarters. SETA (ETQA dept) is kept informed of any assessment completed for Dairyman pilot study.

***Non-achievements / underperformance***

As for first two quarters.

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

As for first two quarters. Participants periodically encouraged to complete internal assessments so that external, final assessments can be performed by SAMPRO.

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

As for first two quarters.

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

***Achievements***

Personal visits on-site to limited number of participating enterprises to assist (by inspection and advice) the construction of Portfolios of Evidence of participating learners.

***Non-achievements / underperformance***

As for first two quarters. In some cases the whole construct of the curriculum and methodology have to be re-explained to facilitators.

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

As for first two quarters.

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

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

### ***Achievements***

- a. Apart from the 25 (out of 36 starting) school-leavers completing the first round of NQF2 learnerships, a full complement of 36 new recruits have been entered onto the second round of this project (divided between NQF2 for new recruits and NQF3 for a number of the originals from the above 25). The training programme is progressing in line with the scheduled training dates as advised by the provider, FMCG Training Solutions.
- b. A pre-final management policy revolving around the funding model for the recruits for 2014 has been circulated, discussed at the Advisory sub-committee meeting, and is being finalised for implementation in 2014.

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

Nothing further to report apart from the 11 non-finishers (with hope for some that are still on the programme to finish eventually).

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

As it was unknown territory, the type of problems experienced (dropouts and terminations) were not foreseen. There seems to be no way to retrieve expended funds as result of this.

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

New policy by which to limit losses as result of dropouts and terminations prior to the completion of the funded learnerships (will however not eliminate possible losses totally).

## **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. Exhibition (and presentation) conducted at SASDT symposium in April 2013.
- c. Exhibition conducted at UP during Careers and Bursary Fair in August 2013.
- d. Second newsletter dispatched early October 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 inquiries per month, including noticed deviations from legal or standard practices during on-site visits (discussed confidentially with production directors), when occurring.

## ***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***

As for first two quarters.  
To also serve on such Technical revision committee for DSA.

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

None as far as is known.

#### ***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***

On target with supply of learning materials to school-leavers project.

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

Sales of envisaged learning materials on request is not at the level planned for.

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

Upon inquiry, it was found that most participating enterprises are registered for access to the training website and can thus download learning materials as and when required. This impacts on the need for printing by SAMPRO in that only some incidental requests come our way. There is a downward trend already for a number of years.

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

Hopefully, latest newsletters - which advertises the available learning materials will effect a pick-up in sales. It must also be kept in mind that most training enterprises have registered for access to learning materials via the training website (and thus do not order from the SAMPRO office anymore).

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

#### ***Achievements***

As for first quarter. Second installments paid on all 8 bursaries.

***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 (being those administrated by SAMPRO).

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

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

#### ***Achievements***

As reported in second quarterly report, 11 students supported to attend SASDT symposium.

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

## **Income and expenditure statement**

|                                    |   |
|------------------------------------|---|
| Income and expenditure statement   | <a href="#">Aug2013 Opl fin state.xls</a> |
| Unnecessary spending during period | No  |

## **Popular Report**

No file has been uploaded

# Additional documentation

No file has been uploaded

## Statement

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|---|-----|
| 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 |