



**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 4 2013/2013 (October 2013 till December 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 three quarters.

***Non-achievements / underperformance***

Application as AQP (Assessment Quality Partner) by FoodBev SETA (FBS) still in arrears.

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

Lack of skilled and mandated personnel at FBS.

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

Already four working meetings have been held in the fourth quarter with newly appointed personnel (amongst which the new ETQA Manager) and a draft Service Level Agreement (SLA) between FBS and SAMPRO has been developed. The Project manager has also assisted the ETQA Manager in writing a rationale for the SETA CEO (newly appointed) as to the reasons for the SLA between FBS and SAMPRO. These recent events are encouraging for the registration of the Dairyman curriculum early in 2014.

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

### ***Achievements***

Original draft implementation guidelines circulated earlier in the year as reported in first three quarters. Last work session with FBS entailed an explanation to newly appointed personnel at FBS of how the implementation guidelines function and will eventually end up as part of SAMPRO's Education, Training and Development (ETD) policy, which will include a Quality Management System (QMS). A draft SLA between FBS and SAMPRO has been developed for finalizing in 2014.

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

Final SLA, final ETD policy which includes a QMS, not yet developed.

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

Late entry by new personnel of FBS into process.

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

Focused attempts (based on draft SLA) and discussion of backlog during Dairy Chamber meeting in respect of Dairyman development, so as to enhance endeavours for finalizing in first quarter of 2014.

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

### ***Achievements***

As reported in first three quarters, full research has been done into providers of FLC and the information distributed as required. A small number of learners (three current participating learners and two future learners for the Dairyman qualification) have actually enrolled for and written the IEB examinations as result of SAMPRO's research and guidance. In addition, two further courses identified and investigated as equivalent to EML on which this module is modeled. Information shared with specific 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***

Six further final assessments (one partially on the practical side) has been completed in the fourth quarter (apart from the single one in the third quarter). Portfolios of Evidence (PoE) verified and further guidance given (in some cases) as to improvement.

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

The incomplete final assessment (only partially on the practical side).

### ***Reasons for non-***

### ***achievements / underperformance***

Non-readiness and lack of workplace experience by the candidate, even though the parts of the assessment completed proved the learner competent in those sections.

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

Guidance given and awaiting request for final (partial) assessment.

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

### ***Achievements***

Six further final, external, integrated assessments have been conducted. One candidate was assessed for two (2) specializations, i.e. Long Life Liquid (UHT) and Fermented products, whilst two (2) Fresh Products and one (1) Fermented Products tests were conducted. The sixth learner was assessed with the summative theory test and the partial practical component for Fresh products; the fruit juice-milk mixture component still in arrears.

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

The one (of two) practical component for the seventh learners assessment.

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

Learner non-readiness and lack of workplace experience.

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

Guidance to learner on practical performance and on gaining workplace experience to add to Portfolio of Evidence prior to final assessment (the outstanding component only). Awaiting request for assessment.

## **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 previous quarters. SETA is being kept up to date on assessments.

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

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

#### ***Achievements***

Obtained undertaking from big participant (enterprise with 19 learners on Dairyman) to finalize at least 16 of these learners Portfolio's of Evidence, in order for assessments in first quarter of 2014.

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

The rest of estimated 30 original learners' commitment to finalize their PoE for assessments in first or third quarter of 2014

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

No commitment by enterprises other than (copied in) communication with their learners and mentors (though there seems to be at least management commitment in this regard).

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

Special newsletter in last quarter to also serve for reminding participating enterprises of the need to mentor remaining learners on the pilot study, to commit to finishing.

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

#### ***Achievements***

Last learning materials (weeks 5&6) supplied to all learners. Indications are that all 36 learners are on track for completion in the first quarter of 2014 (Note: The SETA annum is from 1 April to 31 March, and the grant payments commensurate).

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

None (at this stage)

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

Nothing to report

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

Nothing to report

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

### ***Achievements***

As previously reported, both planned newsletters dispatched.  
As previously reported, both planned exhibitions executed.  
Special newsletter sent in December dedicated to Dairyman pilot study and distribution of training plans for 2014.

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

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

### ***Achievements***

On-going. Mixture of technical and training issues advised on. Also refer to third quarter's report.

***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***

Attended all meeting scheduled except when out on on-site visit or assessment.

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

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

### ***Achievements***

Up to date with supply of all learning materials for matriculants. Also supplied all learning materials for incidental sales.

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

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

### ***Achievements***

All planned bursaries awarded.

All bursary payments made and receipt confirmed.

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

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

#### ***Achievements***

Not applicable to under-graduate or Honors bursaries.

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

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

#### ***Achievements***

11 students supported to attend SASDT symposium.

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

## **Income and expenditure statement**

Income and expenditure statement	<a href="#">SAMPRO OPL bestuurstaat Des13.pdf</a>
Unnecessary spending during period	No

## **Popular Report**

No file has been uploaded

## **Additional documentation**

[Special 2013.doc](#)

## **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

