



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

**(PRJ-0050-2014)**

***B.G. Venter***

***Quarter 1 2014*** (January 2014 till March 2014)

### **Project goals**

#### **Goal 1 - Empower the secondary industry w.r.t. products, services and management tools for workplace-based skills development**

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

Activity 1 - Routine maintenance of all updated, unit standards-based learning materials on the training website, including replacing such if and when damaged.

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

On-going check through formal learning materials for corrections. Website check to only commence late in 2nd quarter for reason of magnitude of preparations for Dairyman workshops.

Activity 2 - Routine maintenance of all updated In-Company Coaching Manuals on the training website, including replacing such if and when damaged.

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

On-going check through formal learning materials for corrections. Website check to only commence late in 2nd quarter for reason of magnitude of preparations for Dairyman workshops.

Activity 3 - Investigation of the accuracy and currency of information on the training website, and replacing of dated or adding more current information to improve the marketability of products available for skills development.

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

Initial checks have been made and a list of errors on generic pages of website has been compiled.

Activity 4 - Marketing of all learning materials available in context to their utilities by means of exhibitions, newsletters and personal disseminations.

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

None yet. Exhibition to be conducted at SASDT early in second quarter. Newsletter planned for May.

Activity 5 - Designing, circulating and approving a generic learning career pathway for dairy technical employees, indicating learning interventions available in relation to responsibilities and – if necessary – identifying gaps in the availability of learning interventions.

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

Currently initiated in both the Dairy Chamber of FoodBev SETA and the Community of Expert Practitioners (CEP) (Old Food SGB) small work group for development in conjunction with FoodBev SETA (consisting previous Chair and Vice-chair, as well as SGB Co-ordinator and

ETQA Manager).

Activity 6 - Conducting an on-going (mainly but not exclusively) office based advisory service in respect of skills development (this may include – as the need arises – advice on manufacturing practices during on-site activities, by discussion with relevant supervisors at said factories, after approval by operations manager or executive).

Achievements

Ongoing. On average approximately five such enquiries are routed to and handled by this office per week.

Activity 7 - Completing the guidance to and final assessment of as many as possible of the original participants on the Dairyman curriculum pilot study – a number of 30 learners are planned for.

Achievements

None as yet. Some information came through on further internal assessments at participating factories.

Activity 8 - Completing the development of the Quality Management System (QMS) for the management of the Dairyman curriculum, in alignment with the expectation of FoodBev SETA to be embodied in the envisaged Service Level Agreement (SLA) between the SETA and SAMPRO for this purpose.

(i) In this regard the SLA is to be a joint endeavour, the design and development of which SAMPRO will enact an active role (not unilateral).

(ii) The QMS will summarise the full implementation of the curriculum by both SAMPRO and private enterprises in an abridged but step-by-step manner, to avoid confusion when done at the workplace and not via central provision by SAMPRO.

Achievements

Final SLA signed with FoodBev SETA. QMS completed and submitted to ETQA Manager of FoodBev SETA for approval/amendments.

Activity 9 - Development of all additional assessment tools for the Dairyman curriculum (as per prescription by QCTO) for accommodation on a specific, dedicated page on the current website.

Achievements

Completed. 20 extra final theory assessments and their answers sets have been completed and SETA informed.

Activity 10 - Central provision of one round of workshops for the Dairyman curriculum (in four stages, amounting to a total of 13 workshops – three workshops for the generic theory subjects and ten further workshops for the ten specializations of subject three) in the first semester's second quarter. A number of 35 learners are planned, of which 20 will not be tutored by SAMPRO (but learning materials will be supplied).

Achievements

Feedback from industry on potential participation (and high costs) resulted in a re-planning of the workshops. Instead of 13 SAMPRO office-based workshops, it is now performed as 16 workshops, only two of which will be at SAMPRO's office, whilst the Project Manager will travel extensively across the country for the presentations. This is to start at the beginning of April and will end at the end of August. Positive buy-in was received from industry for between 35 and 40 participants, all to attend the SAMPRO-presented workshops (and none presented by industry itself for 2014).

Activity 11 - Conversion of the current unit standards based NQF2 qualification (Raw Milk and Cream Handling and Storing) to a curriculum model qualification, inter alia by:

(i) Convening of a Constituent Group to consider and approve the various products of the analysis and design stages of the curriculum (which would entail at least one day as full-time workshop, after which electronic communication could be effective), i.e.

- Occupational Profile

- Analysis of theoretical, practical and workplace experience training needs
- Qualification Document (overview and international comparability)
- Curriculum document (theoretical and practical learning standards)
- Qualification Assessment Specifications

(ii) Repackaging of existing learning materials for the NQF2 qualification, with possible additional developments, to align with the analyses products stated above.

#### Achievements

Process management handed over to FoodBev SETA (FBS) at their request. They have accepted it following a workshop of the CEP that determined that SAMPRO's original draft design and project plan fits 100% with the envisaged 'Process Machine Operator' design. FBS will convene the Constituency Group (membership as advised by SAMPRO).

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

## **Goal 2 - Support skills development for unemployed learners, through the continuation of the matriculant project**

### ***Achievements***

Activity 12 - Support the currently selected private provider of learning interventions for the NQF2 (Raw milk and cream handling and storing); NQF3 (Dairy Primary Processing) and NQF4 (Dairy Manufacturing Technologies) learnerships (whichever chosen by participating enterprises) with

- (i) a budgeted training fee subsidy for a number of learners not exceeding 55, and
- (ii) providing the required learning materials for the learners, for a number of learners not exceeding 55.

#### Achievements

Entered into contract with Provider previously used for this endeavour, in alignment with SAMPRO's Management Criteria for this sub-project. 49 of intended 51 learners recruited by participating enterprises (based on 2013 grants), whilst 2 more will follow in terms of 2014 grant funding from SETA. First instalment of training fee to Provider disbursed, and training materials supplied according to printing schedule.

Activity 13 - Obtaining progress reports from the training provider as required in the approved management prescriptions for the disbursement of budgetary allocations.

#### Achievements

None as yet, as the programme run concurrently with the SETA's financial year (1 April – 31 March) and the first quarter for this sub-project is only coming to an end by the end of June.

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

Activity 12 - Support the currently selected private provider of learning interventions for the NQF2 (Raw milk and cream handling and storing); NQF3 (Dairy Primary Processing) and NQF4 (Dairy Manufacturing Technologies) learnerships (whichever chosen by participating enterprises) with

- (i) a budgeted training fee subsidy for a number of learners not exceeding 55, and
- (ii) providing the required learning materials for the learners, for a number of learners not exceeding 55.

Non-achievements/underperformance  
None

Activity 13 - Obtaining progress reports from the training provider as required in the approved management prescriptions for the disbursement of budgetary allocations.

Non-achievements/underperformance  
Final report on 2013 not yet received.

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

Activity 12 - Support the currently selected private provider of learning interventions for the NQF2 (Raw milk and cream handling and storing); NQF3 (Dairy Primary Processing) and NQF4 (Dairy Manufacturing Technologies) learnerships (whichever chosen by participating enterprises) with

- (i) a budgeted training fee subsidy for a number of learners not exceeding 55, and
- (ii) providing the required learning materials for the learners, for a number of learners not exceeding 55.

Reasons for non-achievements/underperformance  
None

Activity 13 - Obtaining progress reports from the training provider as required in the approved management prescriptions for the disbursement of budgetary allocations.

Reasons for non-achievements/underperformance  
Exit moderation not yet conducted by FoodBev SETA so as to close project by the Provider.

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

Activity 12 - Support the currently selected private provider of learning interventions for the NQF2 (Raw milk and cream handling and storing); NQF3 (Dairy Primary Processing) and NQF4 (Dairy Manufacturing Technologies) learnerships (whichever chosen by participating enterprises) with

- (i) a budgeted training fee subsidy for a number of learners not exceeding 55, and
- (ii) providing the required learning materials for the learners, for a number of learners not exceeding 55.

Planned remedies for non-achievements/underperformance  
Not applicable at this stage.  
Awaiting final report on 2013 round of this sub-project.  
Activity 13 - Obtaining progress

reports from the training provider as required in the approved management prescriptions for the disbursement of budgetary allocations.

Planned remedies for non-achievements/underperformance  
Reminder for closure report to both FBS and Provider scheduled for early May.

### **Goal 3 - Support high level education and training through continuation of the bursary scheme for tertiary learners**

#### ***Achievements***

Activity 14 - Recruiting a total of four students by signed bursary agreements from tertiary institutions of which

- (i) two must be studying at final year level and two at honours level.
- (ii) In terms of the decision of the Advisory sub-committee, two of the recruited beneficiaries should be from one or more Technical universities, and the other two preferably from a university that presents a dedicated course in Dairy Science, as part of the overall curriculum.

#### **Achievements**

11 Applications received, circulated to Advisory sub-committee with recommendations. All four bursaries awarded.

Activity 15 - Disbursing the budgeted funds in two instalments as per the bursary agreement.

#### **Achievements**

First instalment of bursaries disbursed to successful students.

Activity 16 - Obtaining the required information on a periodic basis to determine the progress of beneficiaries.

#### **Achievements**

None received as yet. To be done at end of first semester.

Activity 17 - Assisting beneficiaries with contact details of dairy enterprises in order for them to attempt to obtain employment in the dairy industry.

a. Marketing the beneficiaries to all enterprises in the dairy industry.

#### **Achievements**

None as yet (as the first newsletter is only scheduled for May)

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

Activity 14 - Recruiting a total of four students by signed bursary agreements from tertiary institutions of which

- (i) two must be studying at final year level and two at honours level.
- (ii) In terms of the decision of the Advisory sub-committee, two of the recruited beneficiaries should be from one or more Technical universities, and the other two preferably from a university that presents a dedicated course in Dairy Science, as part of the overall curriculum.

#### **Non-**

achievements/underperformance  
None

Activity 15 - Disbursing the budgeted funds in two instalments as per the bursary agreement.

#### **Non-**

achievements/underperformance  
None

Activity 16 - Obtaining the required information on a periodic basis to determine the progress of beneficiaries.

#### **Non-**

achievements/underperformance  
Progress reports not received. Quarterly basis is superfluous, as these studies are semester-based.

Activity 17 - Assisting beneficiaries with contact details of dairy

enterprises in order for them to attempt to obtain employment in the dairy industry.

a. Marketing the beneficiaries to all enterprises in the dairy industry.

Non-achievements/underperformance  
No marketing yet of bursary beneficiaries.

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

Activity 14 - Recruiting a total of four students by signed bursary agreements from tertiary institutions of which

- (i) two must be studying at final year level and two at honours level.
- (ii) In terms of the decision of the Advisory sub-committee, two of the recruited beneficiaries should be from one or more Technical universities, and the other two preferably from a university that presents a dedicated course in Dairy Science, as part of the overall curriculum.

Reasons for non-achievements/underperformance  
Not applicable

Activity 15 - Disbursing the budgeted funds in two instalments as per the bursary agreement.

Reasons for non-achievements/underperformance  
Not applicable

Activity 16 - Obtaining the required information on a periodic basis to determine the progress of beneficiaries.

Reasons for non-achievements/underperformance  
Semester-based.

Activity 17 - Assisting beneficiaries with contact details of dairy enterprises in order for them to attempt to obtain employment in the dairy industry.

a. Marketing the beneficiaries to all enterprises in the dairy industry.

Reasons for non-achievements/underperformance  
To be done in first newsletter, scheduled for May.

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

Activity 14 - Recruiting a total of four students by signed bursary agreements from tertiary institutions of which

- (i) two must be studying at final year level and two at honours level.
- (ii) In terms of the decision of the Advisory sub-committee, two of the recruited beneficiaries should be from one or more Technical universities, and the other two preferably from a university that presents a dedicated course in Dairy Science, as part of the overall curriculum.

Planned remedies for non-achievements/underperformance  
Not applicable

Activity 15 - Disbursing the budgeted funds in two instalments as per the bursary agreement.

Planned remedies for non-achievements/underperformance  
Not applicable

Activity 16 - Obtaining the required information on a periodic basis to determine the progress of beneficiaries.

Planned remedies for non-achievements/underperformance  
Reminder to beneficiaries just prior to end of first semester.

Activity 17 - Assisting beneficiaries with contact details of dairy enterprises in order for them to attempt to obtain employment in the dairy industry.

a. Marketing the beneficiaries to all enterprises in the dairy industry.

Planned remedies for non-achievements/underperformance  
Newsletter scheduled for May.

## Goal 4 - Support high level education and training through supporting students to attend the SASDT Symposium

### ***Achievements***

Activity 17 -

b. Supporting eight tertiary students financially to attend the SASDT symposium, by:

- (i) Paying their registration fees;
- (ii) accommodation fees;
- (iii) an equitable portion or in full, their travel fees to attend, and
- (iv) pay for their justified meals during the symposium when such is not part of the attendance package.

#### **Achievements**

On (b) above, 11 students have been supported in terms of planned expenditures as listed in (i) to (iv) above, within budgetary constraints. Awaiting SASDT symposium to observe their attendance and participation.

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

Activity 17 -

b. Supporting eight tertiary students financially to attend the SASDT symposium, by:

- (i) Paying their registration fees;
- (ii) accommodation fees;
- (iii) an equitable portion or in full, their travel fees to attend, and
- (iv) pay for their justified meals during the symposium when such is not part of the attendance package.

Non-achievements/underperformance  
None; more students could be supported than planned for

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

Activity 17 -

b. Supporting eight tertiary students financially to attend the SASDT symposium, by:

- (i) Paying their registration fees;
- (ii) accommodation fees;
- (iii) an equitable portion or in full, their travel fees to attend, and
- (iv) pay for their justified meals during the symposium when such is not part of the attendance package.

Reasons for non-achievements/underperformance  
None

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

Activity 17 -

b. Supporting eight tertiary students financially to attend the SASDT symposium, by:

- (i) Paying their registration fees;
- (ii) accommodation fees;
- (iii) an equitable portion or in full,



their travel fees to attend, and  
(iv) pay for their justified meals  
during the symposium when such is  
not part of the attendance package.

Planned remedies for non-  
achievements/underperformance  
None

## **Goal 5 - Render subject matter expertise based services to industry by serving on selected forums**

### ***Achievements***

Activity 18 - Advisory sub-committee: Transformation;  
secondary industry Skills Development

Achievements  
One meeting held. Report presented and accepted.

Activity 19 - Advisory sub-committee: Transformation;  
primary industry Skills Development

Achievements  
None

Activity 20 - Advisory Committee: Transformation (main  
committee)

Achievements  
None.

Activity 21 - Advisory Committee: Research and  
Development

Achievements  
None.

Activity 22 - Technical Committee: SAMPRO

Achievements  
Newest comments on R2581 compiled and forwarded to  
DAFF, resulting from extensive communication with  
Committee members and convenor.

Activity 23 - Technical Committee: DSA

Achievements  
Attended scheduled meeting on Code of  
Conduct/Practice for secondary industry.

Activity 24 - FoodBev SETA Dairy Chamber

Achievements  
Attended scheduled meeting. Assisted Chamber  
Chairman with constructing the agenda as well as inputs  
in support of agenda. Working intimately with Chamber on  
various inputs that form part of this Project of Milk SA, e.g.  
(1) Dairyman curriculum; (2) Milk Reception Operator

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

Activity 18 - Advisory sub-  
committee: Transformation;  
secondary industry Skills  
Development

Non-  
achievements/underperformance  
None

Activity 19 - Advisory sub-  
committee: Transformation; primary  
industry Skills Development

Non-  
achievements/underperformance  
Did not attend meeting.

Activity 20 - Advisory Committee:  
Transformation (main committee)

Non-  
achievements/underperformance  
First meeting of the year not  
attended.

Activity 21 - Advisory Committee:  
Research and Development

Non-  
achievements/underperformance  
Did not attend any scheduled  
meeting.

Activity 22 - Technical Committee:  
SAMPRO

Non-  
achievements/underperformance  
None.

Activity 23 - Technical Committee:  
DSA

Non-  
achievements/underperformance

curriculum; (3) Sector Skills Plan and Scarce Skills; (4) Internship for academic university graduates

Activity 25 - Re-convened Constituency Group for curriculum development (Milk Reception Operator)

Achievements  
None.

Activity 26 - Attending the WDS in Israel (to attend Standing Committee on Dairy Science and Technology presentations, in order to determine new trends in technology that may impact on our approach to Training & Education).

Achievements  
None as yet.

None.

Activity 24 - FoodBev SETA Dairy Chamber

Non-achievements/underperformance  
None.

Activity 25 - Re-convened Constituency Group for curriculum development (Milk Reception Operator)

Non-achievements/underperformance  
First meeting has not taken place.

Activity 26 - Attending the WDS in Israel (to attend Standing Committee on Dairy Science and Technology presentations, in order to determine new trends in technology that may impact on our approach to Training & Education).

Non-achievements/underperformance  
WDS not attended.

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

Activity 18 - Advisory sub-committee: Transformation; secondary industry Skills Development

Reasons for non-achievements/underperformance  
Not applicable

Activity 19 - Advisory sub-committee: Transformation; primary industry Skills Development

Reasons for non-achievements/underperformance  
Rescheduled Dairyman workshops made Project Manager unavailable for the first meeting of the year.

Activity 20 - Advisory Committee: Transformation (main committee)

Reasons for non-achievements/underperformance  
Either no invitation was received or another scheduled activity made Project Manager unavailable.

Activity 21 - Advisory Committee:

## Research and Development

Reasons for non-achievements/underperformance  
No invitation received as yet.

Activity 22 - Technical Committee:  
SAMPRO

Reasons for non-achievements/underperformance  
Not applicable.

Activity 23 - Technical Committee:  
DSA

Reasons for non-achievements/underperformance  
Not applicable.

Activity 24 - FoodBev SETA Dairy  
Chamber

Reasons for non-achievements/underperformance  
Not applicable.

Activity 25 - Re-convened  
Constituency Group for curriculum  
development (Milk Reception  
Operator)

Reasons for non-achievements/underperformance  
SETA has taken over process and  
has not yet scheduled this meeting.  
Not under control of SAMPRO.

Activity 26 - Attending the WDS in  
Israel (to attend Standing Committee  
on Dairy Science and Technology  
presentations, in order to determine  
new trends in technology that may  
impact on our approach to Training  
& Education).

Reasons for non-achievements/underperformance  
Only scheduled for October.

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

Activity 18 - Advisory sub-  
committee: Transformation;  
secondary industry Skills  
Development

Planned remedies for non-achievements/underperformance  
Not applicable

Activity 19 - Advisory sub-committee: Transformation; primary industry Skills Development

Planned remedies for non-achievements/underperformance  
To not schedule any activity for the second meeting of the year.

Activity 20 - Advisory Committee: Transformation (main committee)

Planned remedies for non-achievements/underperformance  
As far as possible, to not schedule any activity for any follow-up meetings later in the year (so as to be available).

Activity 21 - Advisory Committee: Research and Development

Planned remedies for non-achievements/underperformance  
As far as possible, to not schedule any activity for any follow-up meetings later in the year (so as to be available).

Activity 22 - Technical Committee: SAMPRO

Planned remedies for non-achievements/underperformance  
Not applicable.

Activity 23 - Technical Committee: DSA

Planned remedies for non-achievements/underperformance  
Not applicable.

Activity 24 - FoodBev SETA Dairy Chamber

Planned remedies for non-achievements/underperformance  
Not applicable.

Activity 25 - Re-convened Constituency Group for curriculum development (Milk Reception Operator)

Planned remedies for non-achievements/underperformance  
Frequent and intense enquiries as to lack of action to SETA.

Activity 26 - Attending the WDS in Israel (to attend Standing Committee on Dairy Science and Technology

presentations, in order to determine new trends in technology that may impact on our approach to Training & Education).

Planned remedies for non-achievements/underperformance  
As soon as clarity is obtained on budget, if funds are available, registration for WDS to be done.

## Income and expenditure statement

Income and expenditure statement	<a href="#">First quarter finances SAMPRO Training.docx</a>
Unnecessary spending during period	No

## Popular Report

No file has been uploaded

## Additional documentation

[BURSARIES AWARDED FOR 2014.docx](#)

## 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