



Transformation: Secondary Industry Skills Development

(PRJ-0050-2014)

B.G. Venter

Quarter 2 2014/2014 (April 2014 till June 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 only commenced late in second quarter for reason of magnitude of preparations for Dairyman workshops. To be completed end third quarter.

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 only commenced late in second quarter for reason of magnitude of preparations for Dairyman workshops. To be completed before end third quarter.

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. To be communicated with website host for replacement before end August.

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

Achievements

Exhibition conducted at SASDT symposium, plus presentation given on Dairyman curriculum.

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 of previous Chair and Vice-chair, as well as SGB Co-ordinator and ETQA Manager). Lack of response from SETA in this regard, but informal discussions between Project manager (SGB Vice-chair) and SGB Chairman will take place to at least establish a draft model, before end September.

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. This includes enquiries from DSA and CEP.

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

Planning for this has started in one of the original participating enterprises with some 15 original learners.

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. Latest report is that the SLA is to be submitted at a SETA Board meeting for vetting (communication received end June from ETQA Manager).

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. Not to be published on web site prior to finalization of SLA.

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

As reported in previous quarter, 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. The Project Manager travelled extensively across the country for the presentations. This started at the beginning of April and will end at the end of August. 13 workshops have been concluded with 3 still to be conducted in August. Positive buy-in was received from industry for 35 participants, of whom 34 are still active (the other one disengaged by the enterprise), all to attend the SAMPRO-presented workshops (and none presented by industry itself for 2014). More than 130 assessments performed, with 40% re-assessments to be under way in third quarter. 11 more learners to attend last three workshops and assessments.

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 demand. They have accepted it following a workshop of the abridged 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

Progress report received and attached to this report.

No Non-achievements / underperformance has been reported

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

Achievements

Non-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

4 bursaries awarded as planned, based on recommendations and approval of Advisory Committee.

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

Achievements

First instalment of bursaries disbursed to successful students. At the request of one of the beneficiaries and approval of Advisory Committee, the second instalment was paid out, as the beneficiary was awarded an overseas study programme for the remainder of the studies and had to fulfil the financial requirements of the programme first before departing for overseas.

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. Reminder despatched to beneficiaries.

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

First newsletter mailed concurrently with this report (and attached hereto)

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, except for beneficiary who has departed overseas for remainder of studies. 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
None.

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
The courses are semester-based and in-between reports are not obtainable.

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, rescheduled for July.

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 rescheduled for July.

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;

Non-achievements / underperformance

Activity 17 -

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

- (i) Paying their registration 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. All attended SASDT symposium, some of which did presentations and other received student merit awards.

- (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.

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

Non-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 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.

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, for reason of presenting Dairyman workshop.

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
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 (fourth quarter planned activity).

Reasons for non-achievements / underperformance

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

Reasons for non-achievements/underperformance
None

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, or Dairyman workshop presented in the time frame.

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	Fin statement for second quarterly report.docx
Unnecessary spending during period	No

Popular Report

No file has been uploaded

Additional documentation

[ABRIDGED PROGRESS REPORT 2nd quarter SAMPRO 24_7_14.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