



Transformation: Secondary Industry Skills Development

(PRJ-0067-2015)

SAMPRO (Training)

Quarter 1 2015/2015 (January 2015 till March 2015)

Project goals

Goal 1 - Goal 1, Strengthening of the Dairyman curriculum to full registration; Activity a: Render support to FoodBev SETA (FBS) as Development Quality Partner (DQP) of the Dairyman qualification to obtain final registration for the qualification (via Dairy Chamber; deploying subject matter expertise, discussions with both FBS targeted personnel and QCTO personnel). (first semester 2015)

Achievements

Attended clarification meeting with representative from QCTO with ETQA Manager of SETA in order to ascertain the format in which Dairyman will be registered. Assisted SETA in selecting Qualification Development Facilitator (QDF) and Learner QDF to capture decided on format of qualification for final submission to Evaluation Committee at SAQA.

Non-achievements / underperformance

Quality Management System (QMS) for Dairyman not yet approved by SETA.

Reasons for non-achievements / underperformance

QMS workshop with ETQA Manager of SETA scheduled for second quarter.

Planned remedies for non-achievements / underperformance

On 7 May 2015 the QMS will be explained elaborately to the ETQA Manager and staff by the Project Manager, to ensure conformance to the requirements and Service Level Agreement (SLA) reported on in 2014 between SAMPRO and SETA in this regard.

Goal 2 - Goal 1, Strengthening of the Dairyman curriculum to full registration; Activity b: Finalization of the provisional Service Level

Agreement (SLA) between SAMPRO and FBS in respect of devolved curriculum/qualification quality assurance activities. (first semester 2015)

Achievements

Final version of Service Level Agreement received late 2014/beginning 2015 and cleared with SAMPRO CEO for signing. Signed and presented to SETA

No Non-achievements / underperformance has been reported

Goal 3 - Goal 1, Strengthening of the Dairyman curriculum to full registration; Activity c: Render support to FBS as Assessment Quality Partner (AQP) of the Dairyman qualification by finalization and promulgation of the Quality Management System (QMS) developed for Dairyman. (first semester 2015)

Achievements

QMS submitted (again) to SETA, who is the applying AQP. SETA (AQP) has partially accepted the QMS as they submitted to QCTO the RPL (Recognition of Prior Learning) policy as stated in the Dairyman QMS developed by SAMPRO.

Non-achievements / underperformance

Final approval of QMS still awaited (thus not yet achieved).

Reasons for non-achievements / underperformance

Presentation of full QMS to SETA (already submitted electronically) only scheduled for second quarter.

Planned remedies for non-achievements / underperformance

Presentation of full QMS to SETA scheduled for 7 May 2015.

Goal 4 - Goal 1, Strengthening of the Dairyman curriculum to full registration; Activity d: Conducting joint industry-FBS public workshop(s) on the implementation of the Dairyman qualification (covering the curriculum, modus operandi and QMS). (first semester 2015)

Achievements

None so far as the AQP (FoodBev SETA) must arrange this. SAMPRO will support the workshop by presenting most of the policies and procedures during this workshop. The SETA has indicated that this may move to the second semester.

Non-achievements / underperformance

Lack of public workshop to roll out the QMS.

Reasons for non-achievements / underperformance

SETA-driven and arranged.

Planned remedies for non-achievements / underperformance

Diarized by ETQA Manager, but final date not yet communicated with Project Manager.

Goal 5 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity a: Guide learners who did not successfully complete the theory phase to completion thereof (which may include a Recognition of Prior Learning – RPL – process). (first semester 2015)

Achievements

Guidance communicated with mentors at participating factories electronically in respect of re-assessments of learners with outstanding theory questionnaires (or practical assessments, as well as construction of Portfolio's of Evidence for workplace experience component). Travel schedule for on-site visits compiled and busy with execution.

Non-achievements / underperformance

Not all learners have been visited yet. Schedule indicates visits up to May (second quarter).

Reasons for non-achievements / underperformance

Unfortunately the Project Manager had to undergo an operation and had to recover for a preset period before commencing duties again. Rescheduling of activities was necessary.

Planned remedies for non-achievements / underperformance

On-site visits re-scheduled and communicated with Sub-committee members for completion in first semester.

Goal 6 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity b: Guide learners who did not successfully complete the practical and Workplace Experience phases, to completion thereof (which may include a Recognition of Prior Learning – RPL – process). (first semester 2015)

Achievements

Guidance communicated with mentors at participating factories electronically in respect of re-assessments of learners with outstanding (theory questionnaires or

Non-achievements / underperformance

Not all learners have been visited yet. Schedule indicates visits up to

practical assessments, as well as construction of Portfolio's of Evidence for workplace experience component. Travel schedule for on-site visits compiled and busy with execution.

May (second quarter).

Reasons for non-achievements / underperformance

Unfortunately the Project Manager had to undergo an operation and had to recover for a preset period before commencing duties again. Rescheduling of activities was necessary.

Planned remedies for non-achievements / underperformance

On-site visits re-scheduled and communicated with Sub-committee members for completion in first semester.

Goal 7 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity c: Guide enterprise based mentors and learners in finalizing the prescribed Portfolio's of Evidence, containing all achievements required for exit moderation of the internal assessment phase, as prerequisite for engagement in the external assessment phase. (first semester 2015)

Achievements

Guidance documents had been previously distributed, but a renewed communication was despatched prior to the new on-site visiting schedule (both documents attached). One document focuses on the construction of the Portfolio of Evidence for the final exit moderation, whilst the second document guides the learners from the previous round of Dairyman presentations and their mentors to the completion of the learning components.

No Non-achievements / underperformance has been reported

Goal 8 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity d: Conducting the external assessment phase for engaged learners in terms of the allocated activities captured in the SLA with FBS (may include assessments and/or moderations). (first semester 2015)

Achievements

Final assessments have started by way of administering the final theory to learners of whom the Portfolio's of Evidence have been constructed according to the requirements presented in the guiding document.

Non-achievements / underperformance

Too few Dairyman learners have compiled their Portfolio's of Evidence in accordance with the

Currently this has occurred only at one factory (second quarter of first semester) for lack of compliance by other learners. Will continue for the rest of the year.

requirements. The on-site visiting schedule is aimed at supporting all learners to initiate the process of compilation and progress towards the full requirements.

Reasons for non-achievements / underperformance

Lack of commitment at some participating sites.

Planned remedies for non-achievements / underperformance

On-site visits and continual communication in support of the compilation of the Portfolio's of Evidence.

Goal 9 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity e: Reporting on the achievements of successful learners in terms of the QMS to FBS, so as to obtain final certification by QCTO. (first semester 2015)

Achievements

Information sharing session was conducted on 02 April with the ETQA Manager at the premises of the SETA. NO FORMAL REPORTS HAVE HOWEVER BEEN PRESENTED TO THE SETA IN THIS REGARD. As soon as the QMS has been presented and final approval has been attained for it, reports will be presented to the SETA.

Non-achievements / underperformance

No formal reports presented as yet.

Reasons for non-achievements / underperformance

QMS not finally approved yet.

Planned remedies for non-achievements / underperformance

Following presentation of 7 May 2015, and upon acceptance by SETA of procedure and format, the reports will be made.

Goal 10 - Goal 2: Completion of provision process to learners involved in the pilot study and 2014 round of provision in respect of the Dairyman qualification; Activity a: (first semester 2015)

Achievements

Non-achievements / underperformance

Duplication

Duplication

Reasons for non-achievements / underperformance

Duplication

Planned remedies for non-achievements / underperformance

Duplication

Goal 11 - Goal 3: Provision of a round of theory provision for new learners (may include stragglers from pilot study or 2014); Activity a: Schedule and conduct two rounds of workshops (6 in total) for theory subjects 1; 2 and 4 of which 3 is presented in the northern regions and the remainder in the southern regions of the country (30 learners in total envisaged). SAMPRO will budget for and supply learning materials and provision (including internal assessment). (first and second semester 2015)

Achievements

None to be scheduled for first semester, only second semester.

Non-achievements / underperformance

No provision in first semester.

Reasons for non-achievements / underperformance

No learners available for workshops first semester.

Planned remedies for non-achievements / underperformance

Will research need for workshops to be scheduled for second semester in late May 2015 and then schedule workshops.

Goal 12 - Goal 3: Provision of a round of theory provision for new learners (may include stragglers from pilot study or 2014); Activity b: Schedule and conduct one round of workshops in such specialization subjects (subject 3) as would be required for learners engaged (30 learners in total envisaged). SAMPRO will budget for and supply learning materials and provision (including internal assessment). (first and second semesters 2015)

Achievements

Non-achievements / underperformance

As for Goal 11.

As for Goal 11.

Reasons for non-achievements / underperformance

As for Goal 11.

Planned remedies for non-achievements / underperformance

As for Goal 11.

Goal 13 - Goal 4: Making available subject matter expertise to redevelop the qualification for Milk Reception Operator as feeder qualification for Dairyman, as curriculum-based qualification, in support of FBS (the preferred DQP and AQP); Activity a: Assist FBS in mobilising the QCTO process prescribed for qualification development (such as nominating and gathering the Constituency Group; communicating with Communities of Expert Practitioners and conducting revision and approval meetings). (first and second semesters 2015)

Achievements

As far as could be ascertained, the SETA has approved a budget for this development. They have taken ownership of this process and very little is in the hands of this Project except the rendering of advisory support through a Constituency Group. This Project has advised the SETA on the preferred membership of the Constituency Group.

Non-achievements / underperformance

The Constituency Group has not been assembled and scheduled by the SETA.

Reasons for non-achievements / underperformance

Out of the hands of this Project, however, the SETA is constantly reminded of the need of this.

Planned remedies for non-achievements / underperformance

Decision made at Dairy Chamber meeting in early April confirmed the need for the Milk Reception Operator qualification as feeder for Dairyman. This project will keep reminding the SETA of the endeavour and support the process in every possible way with subject matter expertise.

Goal 14 - Goal 4: Making available subject matter expertise to redevelop the qualification for Milk Reception Operator as feeder qualification for

Dairyman, as curriculum-based qualification, in support of FBS (the preferred DQP and AQP); Activity b: Develop the Curriculum Document; Qualification Document; Qualification Assessment Specifications and Process Report for Milk Reception Operator (deploying a consultant) for submission to QCTO via FBS to evaluate and approve for registration. (first and second semesters 2015)

Achievements

None as yet. SETA has taken ownership of the development process. This Project has supplied the basic Occupational Profile and broad qualification design to the SETA. It has been cleared for development but the SETA drives this.

Non-achievements / underperformance

Lack of real progress with curriculum development.

Reasons for non-achievements / underperformance

SETA-driven. Currently static.

Planned remedies for non-achievements / underperformance

Decision taken in the Dairy Chamber meeting and approval by the SETA Board, that this intervention is required by the industry.

Goal 15 - Goal 4: Making available subject matter expertise to redevelop the qualification for Milk Reception Operator as feeder qualification for Dairyman, as curriculum-based qualification, in support of FBS (the preferred DQP and AQP); Activity c: Repackage the existing learning materials required, with Powerpoint presentations as learning aids to address the curriculum requirements for Milk Reception Operator (including theory modules and assessment questionnaires; practical modules and assessment observation checklists; workplace experience logbooks; finishing theory manual; final external theory questionnaires (3) and final practical observation checklist). (first and second semesters 2015)

Achievements

None as yet. SETA has taken ownership of the development process. This Project has supplied the basic Occupational Profile and broad qualification design to the SETA. It has been cleared for development but the SETA drives this.

Non-achievements / underperformance

Lack of real progress with curriculum development.

Reasons for non-achievements / underperformance

SETA-driven. Currently static.

Planned remedies for non-achievements / underperformance

underperformance

Decision taken in the Dairy Chamber meeting and approval by the SETA Board, that this intervention is required by the industry.

Goal 16 - Goal 5: Support for training of unemployed school-leavers in dairy technical learnerships; Activity a: Contribute partial training fee per learner, disbursed according to the management model deployed in 2014 (three instalments; 50%; 25% and 25%). (year long)

Achievements

First payment of training fee made.

No Non-achievements / underperformance has been reported

Goal 17 - Goal 5: Support for training of unemployed school-leavers in dairy technical learnerships; Activity b: Provide learning materials to recruited learners, on-site, in printed form and enclosed in lever arch files, surface-mailed/couriered. (year long)

Achievements

All learning materials required at this stage have been printed, packaged and despatched.

No Non-achievements / underperformance has been reported

Goal 18 - Goal 6: Support tertiary education and training in dairy/food-related studies; Activity a: Recruit, award and administrate bursaries for final year and honours-level students at selected tertiary education and training institutions, in accordance with the existing bursary scheme. (year long)

Achievements

Three bursaries awarded as planned. First 50% payments made to bursary beneficiaries.

No Non-achievements / underperformance has been reported

Goal 19 - Goal 6: Support tertiary education and training in dairy/food-related studies; Activity b: Support tertiary students to attend the annual SASDT symposium in terms of the existing model deployed, together with marketing activities for the projects conducted by SAMPRO (e.g.

exhibition at SASDT symposium and biennial newsletters. (year long)

Achievements

8 Students identified, supported with registration fee, accommodation fee, subsistence fee and travel cost. All attended symposium, some of which made presentations.

No Non-achievements / underperformance has been reported

Goal 20 - Goal 7: Render subject matter expertise based services to industry by serving on selected forums (year long)

Achievements a. *Advisory sub-committee: Transformation, secondary industry skills development.* b. *Advisory sub-committee: Transformation, primary industry skills development* c. *Advisory committee: Transformation (main committee)* d. *Advisory committee: Research and development* e. *Technical committee: SAMPRO* f. *Technical committee: Dairy Standards Agency* g. *Dairy Chamber of FoodBev SETA* h. *Constituency Group: Milk Reception Operator*

Attended two work meetings of DSA in respect of Code of Practice for Secondary Industry.

Non-achievements / underperformance

No other meetings attended (none scheduled). Will unfortunately miss R&D meeting of 29 April due to on-site visits.

Reasons for non-achievements / underperformance

Meetings only scheduled for second quarter.

Planned remedies for non-achievements / underperformance

To attend 21; 22 and 24 April meetings.

Income and expenditure statement

Income and expenditure statement	Fin first qtr Training.pdf
Unnecessary spending during period	No

Popular Report

No file has been uploaded

Additional documentation

[GUIDANCE ON THE CONSTRUCTION OF THE PORTFOLIO OF EVIDENCE FOR THE DAIRYMAN QUALIFICATION.docx](#)
[GUIDELINES FOR THE IMPLEMENTATION AND COMPLETION OF THE PRACTICAL AND WORKPLACE EXPERIENCE COMPONENTS OF THE DAIRYMAN CURRICULUM.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