



Transformation: Secondary Industry Skills Development

(PRJ-0067-2015)

SAMPRO (Training)

Quarter 3 2015/2015 (July 2015 till September 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. Both QDF and LQDF finally appointed by SETA. Capturing of curriculum on QCTO template completed end July 2015. All documents were submitted and a letter of acknowledgement was received from QCTO. See attached.

No Non-achievements / underperformance has been reported

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

As reported in previous reports, the SLA has been finalized in December 2014. As output from the SLA a Quality Management System was developed for Dairyman and submitted to the ETQA Manager for approval. For interim deployment of the training and assessment, provisional approval was obtained verbally, but final written approval is in arrears. This fact was minuted in the Dairy Chamber meeting of October 2015. Response from SETA awaited.

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

Refer to report on Goal 2- Goal 1.

No Non-achievements / underperformance has been reported

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

Not achievable prior to final approval of QMS. Then a joint venture with FoodBev SETA. Might happen in final quarter of 2015.

Non-achievements / underperformance

No achievement to report as yet.

Reasons for non-achievements / underperformance

Lack of SETA response in approving QMS.

Planned remedies for non-achievements / underperformance

Frequent follow up by telephone and e-mail enquiries.

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

Completed from the project's side. All non-performers have been supplied with re-writes for tests in arrears. Some has responded, but not all.

Non-achievements / underperformance

Approximately 30% of non-performers are either in arrears with test re-writes or have failed for the third time, implying retraining at factory level prior to re-assessment.

Reasons for non-achievements / underperformance

High production season makes learners less available for training (reason presented upon enquiries).

Planned remedies for non-achievements / underperformance

Frequent follow up.

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

During the audit of Portfolios of Evidence it became evident that a large proportion of learners worked very hard on the Workplace Experience (30 batches) component, but sidelined the single practical (internal) assessment totally. This was discussed with them and their supervisors. Many are still in arrears in this regard. Nevertheless the Portfolios of Evidence audited indicated very dedicated attempts at completion. The Advisory sub-committee decided that the learners from the previous rounds must be instructed that they must complete their courses (Dairyman by April 2016). This news still has to be communicated.

Non-achievements / underperformance

In contrast with good progress with Workplace Experience component, very poor response as to the Internal Practical Assessment.

Reasons for non-achievements / underperformance

Current workload of engaged learners, as it is high production season (presented as reason on enquiry throughout).

Planned remedies for non-achievements / underperformance

Frequent follow up.

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

Full round of visits was executed by Project Manager and enterprise mentors were involved as far as they were available. FoodBev SETA representatives were taken on a field tour of one factory where they encountered (though did not perform an 'exit moderation') the construction of Portfolios of Evidence, with very positive feedback. This is, however, limited and much more needs to be achieved (but for the better part out of the hands of the Project Manager, except for continued motivation and advice).

Non-achievements / underperformance

From the project's side, no underperformance. The response from learners up to date is below par.

Reasons for non-achievements / underperformance

Current workload at enterprises.

Planned remedies for non-achievements / underperformance

Continued motivation and enquiries with assistance as needed.

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

Seven assessments performed (four Ripened Cheese Makers and three Processed Cheese Makers) from a single enterprise and a single branch. Awaiting requests from others.

Non-achievements / underperformance

At least two-thirds to three-quarters of learners should have been assessed by now. Approximately 15% has been assessed.

Reasons for non-achievements / underperformance

Incomplete Portfolios of Evidence by learners.

Planned remedies for non-achievements / underperformance

Frequent follow up.

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

At the time of the compiling of this report seven (7) of nine (9) scheduled workshops have been conducted. Further two scheduled for next two weeks.

Non-achievements / underperformance

None. On track with schedule.

Reasons for non-achievements / underperformance

Not applicable

Planned remedies for non-achievements / underperformance

None.

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

Disregard. Duplication of previous goal.

Non-achievements / underperformance

Disregard

Reasons for non-achievements / underperformance

Disregard

Planned remedies for non-achievements / underperformance

Disregard

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

Completed.

No Non-achievements / underperformance has been reported

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

Completed

No Non-achievements / underperformance has been reported

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

Constituency Group assembled and two of four meeting held. Outcomes from meetings up to date.

No Non-achievements / underperformance has been reported

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

To be developed only after last two meetings, none so far.

Non-achievements / underperformance

Four documents for submission to QCTO.

Reasons for non-achievements /

underperformance

Only scheduled for last two meetings of Constituency Group.

Planned remedies for non-achievements / underperformance

Will conduct last two meetings via Learner Qualification Development Facilitator (LQDF) (under supervision of SETA-appointed QDF in last quarter.

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

Will not be achievable in 2015. Rescheduled for first semester 2016.

Non-achievements / underperformance

No achievements possible.

Reasons for non-achievements / underperformance

SETA (the Development Quality Partner appointed by QCTO) did not have the capacity to schedule the CG meetings early enough in the year to have the curriculum submitted for registration. Thus the learning materials and assessment tools could not be developed in 2015.

Planned remedies for non-achievements / underperformance

Rescheduled in planning for 2016.

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

On track and all due payments made, as well as all required learning materials printed and supplied on-site.

Non-achievements / underperformance

None from the project. Awaiting latest report from Provider.

Reasons for non-achievements / underperformance

System dysfunction at SETA made the capturing of data impossible. Thus up to date report not available. Seemingly the system dysfunction has been corrected. Some enterprises actually sent personnel to the SETA offices for a few days to help update records.

Planned remedies for non-achievements / underperformance

No remedy as this is a SETA problem.

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

Fully up to date as requested.

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

All bursaries as planned recruited, awarded, all payments made, first semester reports (all positive) received. Awaiting final reports.

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

Performed as planned (already fully reported in second quarter).

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 all meetings as scheduled and invited when available (with exception of recuperation period in first quarter and when out of office during conduct of Dairyman workshops).

Non-achievements / underperformance

None (with exceptions as indicated).

Reasons for non-achievements / underperformance

Not applicable

Planned remedies for non-achievements / underperformance

None

Income and expenditure statement

Income and expenditure statement	Fin Training Sep 2015.docx
Unnecessary spending during period	No

Popular Report

No file has been uploaded

Additional documentation

[Acknowledgement Dairyman 681301.pdf](#)

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