



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

(PRJ-0138-2017)

### ***SAMPRO (Training)***

***Quarter 1 2017/2017*** (January 2017 till March 2017)

#### **Project goals**

**Goal 1 - Design, development, and implementation of Laboratory Analyst as curriculum based qualification for the empowerment of industry with this strategically decided upon learning intervention. Sub-goal A: Design and develop the curriculum for Laboratory Analyst. Sub-goal B: Review + repackaging of learning materials for Lab Analyst to suit the curriculum based approach to learning. Sub-goal C: Development of assessment tools for Laboratory Analyst. Sub-goal D: Identify and approve skills programmes (employable skills sets) for Lab Analyst as required by QCTO. Sub-goal E: Develop (along the lines of that for Dairyman) a quality management system for Laboratory Analyst. Sub-goal F: Pilot provision for Laboratory Analyst (depending on workload).**

#### ***Achievements***

The first step, being the design of the occupational profile, has been completed. This forms the basis for **sub-goal A** as the direct development based on the Occupational Profile is the Qualification Document as the overview of occupational knowledge, responsibility (skills) and context (experience). Further analyses have been done to present broad perspectives in terms of the generic knowledge (pertaining to all the other part-qualifications in this parent qualification equally); the dairy-specific knowledge requirements per occupational task; the practical skills required (as major outcomes) and the experience learning requirements broadly. This will inform the development of the Curriculum Document, which is highly detailed regarding all three learning components (theory, skills and experience) and is the subsequent step, but has not been commenced with as yet. Eventually the Qualification Assessment Specifications will be developed but has not been commenced with as yet. Finally the Process Report will be compiled, but can only commence once all three first steps are complete. **Sub-goals B-E** has not commenced yet and are scheduled for the second and third quarters, whilst the expansion of the existing quality management system (Dairyman) to include (both Milk Reception Operator and) Laboratory Analyst can only commence once the required documents depicting the curriculum is complete and will only happen in the fourth

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

Sub-goal A is behind schedule.

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

Unfortunately events at FoodBev SETA - who is the appointed Development and Assessment Quality Partner(s) (DQP & AQP) and who supplies the budget for these developments led to a delay in obtaining a budget and approval for development that was not under the control of the project. This set the work of the appointed Constituency Group (CG) and Communities of Expert Practitioners (CEP) back by 6 months. It will impact on the rest of the sub-goals (repackaging of learning materials, development of assessment tools - internal and external - and conduct of the pilot study workshops' scheduling - the latter which will have to move from

quarter,

3rd to 4th quarter).

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

Advice rendering to FoodBev SETA on how to expedite all outputs in the required sequence, re-scheduling of work meetings and guidance to CG members on the process and expected outcomes.

**Goal 2 - Rounding off the developments and implementation of the Milk Reception qualification, to empower industry with this strategically decided upon learning intervention. Sub-goal A: Develop (along the lines of Dairyman) a quality management system for Milk Reception. Sub-goal B: Pilot provision (assessments per se, as tutorials and internal, formative assessments have been planned for 2016, but do not include external summative assessment, which was planned for 2017).**

***Achievements***

Expansion of the quality management system (QMS) for Dairyman to include Milk Reception Operator has been initiated but will only be complete by the end of quarter 2. External assessments are only expected in the 3rd quarter.

***Non-achievements / underperformance***

None (though the expansion of the QMS to fully include Milk Reception Operator could have been completed if the submission of Milk Reception Operator by the Qualification Development Facilitator was completed, which is not the case but not under control of the project).

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

None applicable to the project but the outcome is still unsatisfactory. The same reason as applicable to Dairyman is valid in that QCTO has approved (preliminary in the case of Milk Reception Operator) the curriculum but the registration by SAQA has not happened owing to the incapacity of the registration system to record a parent qualification with part-qualifications that are actually full qualifications in their own right.

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

Frequent enquiries into the process and as frequent advice on possible

remedies to alleviate the delay. An option exist (but is not favoured by either QCTO or SAQA) that submissions in the form of multiple qualifications will have to be made (in stead of a parent qualification containing part-qualifications).

**Goal 3 - Continuation of rounding off the pilot study for the Dairyman qualification (with aim to complete by March 2017). Sub-goal A: Performing the final exit moderation of Portfolios of Evidence and final external assessments of learners in the Dairyman pilot study. Sub-goal B: Reporting on results of final assessments to FoodBev SETA and obtaining QCTO certificates for learners in the Dairyman intervention.**

### ***Achievements***

Only 6 further learners have been scheduled for final external assessment (even though their portfolio's are approximately 95+% complete).

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

The rounding off of the Dairyman pilot is not complete.

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

It was high production season since October 2016 and learners only now (second and third quarters) get more time to work on their portfolios. It is foreseen that a number of final assessments may be requested in the second and third quarters. The completion of the portfolios is beyond the control of the project and obviously site mentors do not deem this as important enough to be priority (which the project cannot blame them for).

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

A final stock take is underway to inform all participating enterprises of the state of completion of their learners and demand a commitment for completion within an agreed upon time frame or disengagement of their learners from the pilot study. The state of completion will be presented to participants by end April.

**Goal 4 - Skills Development (SD) and Dairy Technical services rendering**

(including renewal of qualifications due to expire). **Sub-goal A: Continued participation in sector skills development forums • Dairy Chamber of SETA • Milk SA sub-committee for Secondary Industry Skills Development • Milk SA sub-committee for Primary Industry Skills Development • Milk SA (main) Advisory Committee on Transformation • Monitoring and reporting on developments regarding relevant policies and procedures** **Sub-goal B: Continued participation in Dairy Technical advisory committees (e.g. CEP, DSA, SAMPRO and R&D committee of Milk SA).** **Sub-goal C: Full implementation of the Service Level Agreement (SLA) with FoodBev SETA for the Dairyman qualification (as already entered into but awaiting final registration of the curriculum).** **Sub-goal D: Promotion of Service Level Agreements (similar to that for Dairyman) with SETA in respect of the Milk Reception and Laboratory Analyst qualifications.**

### ***Achievements***

At the time of compiling this report, all scheduled meetings of advisory committees and forums of Milk SA has been attended, as well as technical advisory committees (CEP) and Dairy Chamber meeting (SETA) in compliance with **sub-goals A & B**. A draft of the intended SLA in respect of Milk Reception (**sub-goal D**) has been compiled but not completed as there is also a delay with its registration.

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

**Sub-goal C** has not been implemented fully as result of the as yet non-registration of the curriculum, but some guidance have been given to participants in terms of the enrollment process (which is delayed until registration).

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

Non-registration (although submitted) of the Milk Reception Operator (part-)qualification.

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

A Dairy Chamber meeting is scheduled for the second quarter (2 May) where all the non-performances (attributable to lack of developments at SETA and higher authority levels) will be tabled for resolution (if possible).

**Goal 5 - Marketing of Skills Development. Sub-goal A: Total review and update of the dairy training website, to reflect newest learning materials and remove archaic contents. Sub-goal B: Continued conduct of exhibition and participation in SASDT annual symposium, to promote SD and the products developed by the project. Sub-goal C: Office based advice and guidance service, plus promotion of learning materials available for different learning interventions. Sub-goal D: Promotion of skills development in general and available formal learning materials, Coaching Manuals and its utility as orientation and job-readiness programmes in brief interventions and training aids by: • Presentations at**

**SAMPRO meetings (3x/annum) • Newsletters via the e-mail system of Milk SA (2x/annum) • Articles in The Dairy Mail (quarterly) or Milk Essay (or both)**

## ***Achievements***

**Sub-goal A:** The Dairy Training website has been reviewed and a list of improvements is to be submitted to the Advisory sub-committee meeting. Old newsletters will be removed, unit standard numbers which have changed need to be inserted, and quite a comprehensive number of changes are to be effected. There is also the need for publishing used assessment theory questionnaires and answer sets in respect of final, external assessments for the curriculum based qualifications. This will serve before the advisory sub-committee at its meeting in the second quarter.

**Sub-goal B:** An exhibition is planned at the SASDT symposium.

**Sub-goal C:** Ongoing. Enquiries of a technical nature are mostly received from DSA, the CEP of Milk SA and directly from processors.

**Sub-goal D:** A contribution on the design basis for the Laboratory Analyst qualification has been published in Milk Essay.

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

## **Income and expenditure statement**

Income and expenditure statement	<a href="#">Opl Fin Feb2017.pdf</a>
Unnecessary spending during period	No

## **Popular Report**

[Project 1st qtr pop report.doc](#)

## **Additional documentation**

No file has been uploaded

## **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