



# **TRANSFORMATION: SECONDARY INDUSTRY SKILLS AND KNOWLEDGE DEVELOPMENT**

(PRJ-0189-2018)

## **SAMPRO (Training) -**

**Quarter 1 2018** (January 2018 till March 2018)

### **Project goals**

#### **Goal 1 - Finalization of a pilot study (before introducing it more widely) towards the registration of a "Dairyman" curriculum"**

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

All non-assessed (final, summative) learners engaged in the Dairyman pilot study, are being followed up to determine the status of their portfolio's of evidence, in order to attempt to arrange final summative assessments for them before the end of the year. This means not all of the rest will form part of the conclusion of the study, as some has not even passed all their internal assessments. The latter - if selected by their employers - ought to be totally retrained, but it is the view of the Project Manager that the probability of them eventually making the grade, is remote.

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

The selection process is still underway and not completed yet.

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

Poor response from learners in respect of making information known about their progress with their portfolio's of evidence.

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

Further reminders and assistance where requested as to the type of information to include in portfolio's. Aimed for final selection by end May 2018.

#### **Goal 2 - Finalization of a pilot study towards the registration of a "Milk Reception" curriculum**

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

The only learner engaged on the pilot study who still has one internal assessment remaining, has been informed (via his mentor) that finality on this ought to be

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

Final assessments have not been done.

forthcoming by rewriting the test. The other five learners have indicated that they have made significant progress with their portfolio's of evidence. Arrangements will now be made for their final assessments, preceded by on-site visits (5 of the 6 are within a single day's travelling distance from the office, though it would take three separate days). This is aimed for by no later than end of the third quarter.

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

Poor response from learners in compiling their portfolio's of evidence.

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

On-site visits to inspect the portfolio's, followed by (ASAP) final, summative assessments (preferably before the end of the third quarter).

## **Goal 3 - Finalization of a pilot study towards the registration of a "Laboratory Analyst" curriculum**

### ***Achievements***

Following more than 18 months of delay at the SETA, a new endeavour has been initiated. A report on this is attached under Additional Documentation.

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

Apart from very initial compilation of a draft Occupational Profile, nothing further has developed in this regard, as reported in the quarterly and annual reports previously in this regard.

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

Delays at QCTO, SAQA and the SETA that effectively brought this activity to a standstill.

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

Refer to Brief Report under Additional Documentation.

## **Goal 4 - Maintenance of all learning material**

### ***Achievements***

This is ongoing. All (1) Coaching Manuals; (2) Posters; (3) Power Point presentations and at least 66% of unit standards based learning materials have been reviewed (modules, questionnaires, model answers and assessment guides).

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

The remaining one third of unit standard based learning materials still have to be reviewed as well as the Dairyman and Milk Reception

Operator learning materials (modules, internal questionnaires, model answers, finishing modules, external questionnaires and model answers).

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

Very large volume of revision.

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

Aimed for completion by end of second quarter.

**Goal 5 - Review existing and develop additional Coaching Manuals, aimed at potential new entrants and especially for employees with limited foundational education**

***Achievements***

A (singular and one-sided) critical review of the existing Coaching Manuals by the Project Manager, led to the conviction that no further Coaching Manuals ought to be required, even if new entrants and their employees with limited educational foundation are to be trained with Coaching Manuals (which is written specifically for this purpose). The wide range of Coaching Manuals directly address from the most basic activity in a factory to quite advanced activities (e.g. hand washing, cleaning, to cheese making as assistant to the Cheese Maker). It should be suitable for 'embryonic' to advanced manufacturing processes.

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

**Goal 6 - Promotion of "part qualifications" when full learnerships is not an option; and guidance to industry on the implementation thereof**

***Achievements***

This will be attended to in the second quarter, and based on outcomes expected with a change in direction regarding the Dairyman and Milk Reception Operator 'parent' qualification concepts, now formally enquired from QCTO by the SETA.

***Non-achievements / underperformance***

Initial guidance only, but no formal implementation recommendations. At this stage the participants in the curriculum based qualifications seems to engage of a full qualification run rather than part-qualifications, implemented over multiple years.

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

Awaiting outcomes of a direction

change at QCTO and SAQA in respect of the preferred registration models for qualifications.

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

Assistance to the SETA (ETQA) on the possibilities of remodelling Dairyman and the impact of that on 'part-qualification' designs.

**Goal 7 - Quality assurance for curriculum based qualifications**

***Achievements***

All preparatory work has been done, but the system could not be fully implemented as results of the non-registration of Dairyman and Milk Reception Operator (the latter as one part of 21 in a parent qualification - Food Process Machine Operator, which is subject to the same obstacles as Dairyman).

***Non-achievements / underperformance***

Non-implementation of the QMS.

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

QCTO seems to have learned a lot from the Dairyman QMS and is still developing new guidelines for accreditation and QA of training, which may require changes to developed systems.

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

Working with FoodBev SETA as and when new guidelines are presented by QCTO, to amend systems accordingly.

**Goal 8 - Remote and on-site advice on skills and knowledge development**

***Achievements***

This is ongoing with no specific measurables. Requests are handled from industry enterprises, some of which are passed on from DSA and CEP.

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

**Goal 9 - Participation in skills development work groups at FoodBev SETA**

***Achievements***

Currently the Project Manager is serving on the Dairy Chamber ( and attend the Combined Chamber meetings), and champions the development of the Laboratory Analyst Constituency Group, in close co-operation with the ETQA of the SETA and the newly appointed Qualification Development Facilitator.

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

#### **Goal 10 - Participation in authoritative bodies such as Foodbev Seta, QCTO and Milk SA Committees to develop and maintain skills development expertise**

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

The secondary Dairy Industry has no dealings with Agriseta and no direct contact with QCTO, but may assist FoodBev SETA in developing policies pertaining to QMS for curriculum based qualifications. In addition, the Project Manager serves on both advisory sub-committees dealing with Skills Development of Milk SA, the main Transformation Advisory Committee, the Standards and regulations advisory committee, the Dairy Research forum and are called upon for technical contributions by DSA and CEP projects frequently. This does not always have to do with skills development, but sometimes with dairy technology.

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

#### **Goal 11 - Uploading of learning materials onto a website**

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

The enterprise that has taken over the IT support for the project has finally indicated that it will retain the website services. An appointment have been made for a discussion of the intended changes with the website for the last week in April 2018.

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

No upload of any learning materials as yet. The whole layout of the website needs to be changed first.

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

Inability to get arrangements with the new owners of the IT support enterprise.

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

Discussion meeting in the last week of April 2018, following which the website activities will start.

## **Income and expenditure statement**

Income and expenditure statement

[FinOplFeb18.pdf](#)  
[CORFIN078 Std 1stQtr\(2018\) Fin Rep for SecSD Projects.xls](#)

Unnecessary spending during period	No
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## Popular Report

[POPULAR 1st QTR REPORT PRJ\\_0189.doc](#)

## Additional documentation

[BRIEF REPORT ON A MEETING BETWEEN THIS PROJECT.doc](#)

## 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