



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

(PRJ-0189-2018)

## **SAMPRO (Training)**

**Quarter 4 2018/2018** (October 2018 till December 2018)

### **Project goals**

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

#### ***Achievements***

FROM PREVIOUS REPORT: The four (4) learners scheduled for July have been assessed and performed successfully (competent). Six (6) more learners have been assessed for Dairyman Fresh, all six proved competent. It is not foreseen that any further Dairyman assessments will take place in the fourth quarter. Any further developments in respect of Dairyman will be outside of the scope of this project.

No further assessments were performed in the 4th quarter. All participating enterprises with 'outstanding' Dairyman assessments have been informed that their candidates will have to be retrained, should they wish to gain qualifications for the Dairyman curriculum and that it is available commercially, which is outside the scope of this project.

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

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

#### ***Achievements***

The first learner of six in this pilot study has been assessed as planned on 3 October 2018, and proved utterly competent in the practical assessment, having scored a very high theory grading and inspection of the compiled Portfolio of Evidence as Experience learning assessment indicated this portfolio as the trendsetter for such portfolios. Indications are that the second learner is almost ready with the Portfolio of Evidence and should be ready for final assessment in the first quarter of 2019.

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

A second hoped for assessment did not realise.

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

Learner indicated that he is not yet ready for final assessment.

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

The General Manager Human Resources of the involved enterprise has been informed of the situation, who undertook to initiate all possible support for the learner to be ready early in 2019.

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

#### ***Achievements***

A 'final' marketing meeting was held by the Qualification Development Facilitator (QDF) appointed by the FoodBev SETA (in the southern regions of the country), to 'exhibit' the design of the curriculum to a large list of invitees (including members of the Community of Expert Practitioners who served on the design and development team). An abridged report compiled after telephonic discussion with the QDF and a summarised version of the design of the curriculum is attached. It is the view of the Project Manager that industry can be proud of the design and development product for this curriculum.

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

The Laboratory Analyst curriculum is not yet registered.

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

Lack of progress from SETA side to arrange meetings between QDF, development team (on which this project serves) and QCTO.

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

Brought to the attention of the responsible manager at the SETA's ETQA (the relevant department in respect of curriculum development).

Note. No indication has yet been received that the verification meeting(s) with QCTO had been arranged by the SETA.

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

#### ***Achievements***

Completed.

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

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

#### ***Achievements***

Completed

### ***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***

Completed. This has been placed on the back burner at the SETA, in view of difficulties to register full qualifications.

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

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

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

As the design of the curriculum has been provisionally agreed upon by the development team working with the QDF, but the formal process with QCTO which ought to entail both a 'kick-off' discussion in which QCTO and the Community of Expert Practitioners agree on the Occupational Profile (which guides the qualification design and curriculum development) and a conclusive discussion which confirms that the strategic goals in the Occupational Profile is fully covered by said design and development, has not happened. The 'first' and 'conclusive' meetings will now have to be held with QCTO as a single event and is dependent on their availability early in 2019. Then only can QMS additions be made to that which currently covers Dairyman and Milk Reception Operator, to prevent re-doing. This is part of development for 2019.

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

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

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

The total dairy technical and training related enquiries recorded for the year amounted to 38. These are all e-mail based and kept in a separate e-mail folder for potential follow up as required. Telephonic queries are not always recorded as e-mails, as some people (enquirers) 'do not do' e-mails.

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

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

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

No meetings of the Dairy Chamber or Combined Chamber meetings were held in the 4th quarter. A Board workshop on Corporate Governance and strategic objectives were held and attended by our industry representative, Mr Richard Hutton. No direction changing initiatives emanated from

the workshop.

### ***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. Assistance – on request – may be rendered to QCTO, via the FoodBev SETA, to elaborate on and help shape policies on quality assurance of training (as has happened in the case of Dairyman).

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

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

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

Informal discussions by the internal Project Management Committee (Project Manager, CEO and Office Manager/Business Economist of SAMPRO), has led to a provisional decision that the training website ought to be combined with the SAMPRO web site. It is planned that a link on the SAMPRO web site should lead to the repository of learning materials (which is the future function of the training website), with a menu of available learning materials AND indices that explain the contents of such learning materials. However, as the current policy deployed does not allow free access to the learning materials (and only to enterprises in good standing with Milk SA), users who would want to access the learning materials would still have to register for such and be allocated user names and pass words for such faculty. This needs to be cleared with the host. The menu and indices should be completed by end July.

It has been ascertained that the new SAMPRO website will only be constructed in 2019 and planning for training additions to same have been placed on hold and rescheduled for 2019. In the meantime the current website is functional and new requests for access registration are periodically received (and executed).

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

## **Income and expenditure statement**

Income and expenditure statement	<a href="#">CORFIN078 (2) Std 4thQtr(2018) Fin Rep for SecSD Projects.xls</a> <a href="#">FinTrgNov_18.pdf</a>
Unnecessary spending during period	No

## **Popular Report**

[POPULAR FORMAT 4th QUARTERLY REPORT.pdf](#)

## **Additional documentation**

## 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