

## 2019 WORKPLACE EXPERIENCE PROGRAMME FOR HETI AND TVET COLLEGE GRADUATES

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) invites wholesale and retail companies to participate in the 2019 Graduate Placement programme for HETI and TVET College graduates.

Companies can source graduates that have completed qualifications related to wholesale and retail from **ANY** South African **PUBLIC** Technical Vocational Education and Training (TVET) colleges and Higher Education and Training Institutions (HETIs).

**The qualifications should address Scarce Skills that are listed in the W&RSETA Sector Skills Plan (SSP) published on [www.wrseta.org.za](http://www.wrseta.org.za) which include the following:**

- Retail Business Management
- Food Technology
- Supply Chain Management
- Logistics Management
- Financial Accounting
- Financial Management
- Human Resources
- Credit Management
- Operations Management
- Marketing
- Clothing Production
- Information Technology
- Retail Pharmacy
- Hospitality and Catering Services

**The W&RSETA will provide learner stipends at a rate of:**

- R3500.00 per month for a Graduate with a Degree or R 3 000 for HET (University) Diploma for a period of 12 months.
- R3000.00 per month for a TVET Graduate with N6 Diploma for a period of 12 months (completed 18 months practical).
- R2500.00 per month for a student with N6 TVET Record of Achievement/Certificate requiring placement for 18 months in order to obtain a qualification. This also applies to students at HETIs with this requirement.
- R2000.00 per month for TVET Graduates with NCV/N4/N5 for a period of 12 months

### **GRADUATE PLACEMENTS AND INTERNSHIPS PROCESS**

- Employers should submit a Letter of Intent to the W&RSETA by no later than **25 January 2019**, indicating the following:
  - Employer's SDL number, email address and employers contact numbers;
  - Number of graduates to be hosted;
  - Type of Graduates – HET or TVET; and
  - Field of study/skills required;
- A Letter of Intent Template is attached **here** for ease of reference;
- Employers should recruit and select their own HET and TVET graduates/interns.
- Employers must notify the W&RSETA of their selection of graduates and submit the following documents upon registration:
  - Completed Registration Form (DHET requirement) available from [www.wrseta.org.za](http://www.wrseta.org.za) ;
  - Graduates' qualification certificate or Statement of Results for interns ;
  - Copy of Identity Document of the graduates/interns;
  - Letter of appointment or employment contract signed by both employer and graduate/intern; and
  - Valid Company Tax Clearance Certificate (SARS requirement)

### **PAYMENT STRUCTURE**

The following criteria is applicable prior to any grant payments being effected:

- Signed contract between the W&RSETA and the Employer;
- Fully completed grant claim form;
- Verification Report conducted by the W&RSETA (1st tranche payment only);
- Quarterly Monitoring Report;
- Implementation plan and outcomes; and
- Proof of 3 months graduate allowance payments (applicable for second and subsequent tranche payments)

Learner Stipends will be paid into the Employer's bank account in 3 tranches.

**Closing Date for submission of Letters of Intent is 25 January 2019. Submissions must be emailed to [placements2019@wrseta.org.za](mailto:placements2019@wrseta.org.za)**

**Placement of Graduates should be completed by no later than 15 March 2019**

