

Introduction to Graduate Workplace Experience Programme

The Graduate Workplace Experience Programme is a structured work-based programme, aimed at affording unemployed graduates who completed National Diplomas and Degrees, with work experience in their field of study, in companies within the Wholesale and Retail Sector. Whilst the programme focuses on providing practical work experience, employers are allowed to provide further training if they find it necessary.

NOTE: *The Graduate Workplace Experience Programme is not a Learnership. It does not lead to a formal qualification. It is a work based experience programme and culminates in a testimonial letter indicating the work areas to which the graduate was exposed.*

This programme is also designed to enable final year and other students (TVET and HETI) to be exposed to the workplace as required by their curriculum for the completion of their qualification.

Objectives of Graduate Workplace Experience Programme

The Graduate Workplace Experience Programme's objective is to:

- enable companies to address the shortage of scarce and critical skills in the Wholesale and Retail Sector;
- create a pool of skilled workers with formal tertiary qualifications;
- promote Wholesale and Retail as a career of choice;
- assist in meeting the strategic staffing needs of companies in the Wholesale and Retail Sector by providing practical and accelerated work experience programmes that expose graduates to specific Wholesale and Retail occupations;
- provide unemployed graduates with valuable work experience and skills to enhance their employability;
- provide students that have N6 certificates and similar with the necessary workplace experience that they need to enable them to obtain their Diplomas.

Preparation for Graduate Workplace Experience Programme

The Graduate Workplace Experience Programme should take account of the following principles:

Fit for Purpose

The programme should provide appropriate and relevant work experience commensurate with the Graduates' specific qualification. Occupations identified for Graduate Workplace Experience Programme should contribute to the strategic staffing needs of the organisation and/or the department concerned. Graduates should not be recruited to replace permanent, temping or contracted employees. The Graduate Workplace Experience Programme should be developed and managed to address the particular needs of the company and/or department.

Capacity to Implement Workplace Experience programme

- Employer must have capacity to host graduates at the workplace for Graduate Workplace Experience programme for a minimum period of a year;
- The organisation and/or departments must make reasonable attempts to accommodate and integrate graduates into their culture and treated like any employee in the organisation;
- There must be assessment processes, which may include Performance Reviews, to support the Graduate Workplace Experience Programme;
- Employers should conduct an induction programme;
- Employers should appoint a mentor for the duration of the graduate's stay with the company; and
- Employers should give graduates a Testimonial letter upon completion of the programme

Graduates Participating in the Graduate Workplace Experience programme must:

- Be available to participate on the Graduate Workplace Experience programme;
- Comply with all workplace policy and procedures as per their employment contract;
- Be committed to learning and gaining work experience in the relevant field;
- Establish a working relationship with their company provided mentor;

- Keep a record of all workplace experience gained and get it signed off by their mentor
- Discuss any issues of dissatisfaction with the employer
- Notify the W&RSETA in writing when they terminate their participation in the Graduate Workplace Experience programme

Monitoring and Evaluation

- W&RSETA will, through the Regional Office representative, conduct site visits at the employer's premises
- Employers must provide access to graduates on the programme
- Employers must ensure that the student keeps a record of the workplace experience.
- Employers to provide quarterly reports
- Employers will ensure an implementation plan is in place (Template attached)

Termination of Workplace Experience Agreement/Contract

W&R SETA will approve the termination of the Graduate Workplace Experience Agreement/Contract if:

- The employer and graduate have agreed to terminate the agreement;
- The employee has terminated the agreement/contract of employment with the employer;
- The employer or the graduate has applied on good cause to terminate the agreement/contract and the other party has had an opportunity to make representations as to why the agreement contract should or should not be terminated; or
- The Graduate is fairly dismissed for a reason related to the Graduate's conduct or capacity as an employee on justifiable grounds;
- The Graduate has been absent for seven (7) successive, working days from the workplace without good cause;

A notification of Termination of a Graduate Workplace Experience Agreement/Contract must be submitted to the W&RSETA by the employer, within the month of termination; stating the reasons for the termination.



STRUCTURED PROGRAMME

(The structured programme should be, but not limited to the following areas)

KEY AREA	SUB AREA/ DISCIPLINE
Human Resource Management	Human Resource Policies and procedure Human Resource Administration Recruitment and Selection Training and Development Labour Relations in Workplace
Marketing Management	Visual Merchandising Market Segmentation Market Research Sales Promotion Customer Service Brand Management Marketing Management Function Advertising Media Liaison Public Relations Communications Events Management
Supply Chain Management	Supplier Relationship Management Inventory Management Procurement and Acquisition Management
Finance and Accounting	Cash Management Accounting Systems Management Account Debtors and Creditors Financial Control Systems Perform Financial Calculations

	<p>Working Capital</p> <p>Fixed Asset Management</p> <p>Management Control and Internal Control Systems</p>
Credit Management	<p>Processing of new and existing accounts</p> <p>Ensure all new and existing accounts are paid</p> <p>Debt Management Collection</p> <p>Cash on Delivery and Cash Before Delivery Accounts</p> <p>Credit Limit</p> <p>Management of Customer Queries</p>
Information Technology	<p>Retail Information Systems</p> <p>Business Applications</p> <p>Hardware and Computer Architecture</p> <p>Software Development</p> <p>Communication Networks</p> <p>Web and Application Development</p> <p>IT Security Systems</p> <p>Support Services</p>
Retail Business Management	<p>All of the above sub area of disciplines can be applicable to Retail Business Management</p>