

2019/2020 WORKPLACE EXPERIENCE PROGRAMME FOR TVET COLLEGE GRADUATES

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) invites companies within the Wholesale and Retail Sector to participate in the 2019/2020 Graduate Placement programme for **TVET College graduates who have completed their 18-month workplace experiential training.**

Companies can source graduates that have completed wholesale & retail and related qualifications from ANY of the **PUBLIC** Technical Vocational Education and Training (TVET) institutions.

The qualifications should address scarce skills that are listed in the W&RSETA Sector Skills Plan (SSP) as published on the website (www.wrseta.org.za) which includes, but not limited to 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:

R 4 500 monthly per graduate for TVET College Diploma graduates over a 12-month period

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

GRADUATE PLACEMENT PROCESS

- Employers should submit a Letter of Intent to the W&RSETA (**template available on the W&RSETA website**) by no later than **15 July 2019**, indicating the following
 - Employer's SDL number, email address and Employers contact numbers
 - Number of graduates to host
 - Field of study/skills required
- Employers should recruit and select their own TVET graduates.
- Successful Employers will enter into an agreement with the W&RSETA for the duration of the programme.
- Employers must notify the W&RSETA of their selection of graduates upon signing of an MOA and submit the following documents:
 - Completed Registration Form (DHET Requirement) – forms available on the W&RSETA website
 - TVET Graduates' qualification certificate or Intern Statement of Results
 - Copy of Identity Document of the TVET Graduate
 - Letter of appointment or Employment Contract signed by both the Employer and the TVET Graduate
 - Company Valid 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
- Proof of 3 months graduate allowance payments (applicable for second and subsequent tranche payments)

Letter of intent template and all relevant documents and forms are available from the W&RSETA website www.wrseta.org.za

Closing date for submission of Letter of intent to the W&RSETA via email placements2020@wrseta.org.za is **15 July 2019**

Placement of graduates should be completed by no later than **30 September 2019**

