
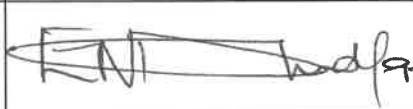


WHOLESALE & RETAIL SETA

Policy for Management of Skills Development Projects for People with Disabilities

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Signatures		
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1 BACKGROUND

- 1.1 The W&RSETA identified as one of its strategic objectives, the need to play a more active role in supporting people with disabilities to acquire skills to take up employment in the Wholesale and Retail Sector.
- 1.2 The W&RSETA Disability Programme's objectives are:
- To support and contribute towards the achievement of government's transformational goals in the Wholesale & Retail Sector with special focus on people living with disabilities.
 - To encourage employers to take part in skills development initiatives aimed at skilling people with disabilities in wholesale and retail related skills so as to enable access to equal employment opportunities for people with disabilities in the wholesale and retail sector
 - To promote recognition of the skills and abilities of people with disabilities.
- 1.3 The nature of projects and number of participants in the skills development initiatives aimed at people with disabilities is determined annually by Senior Management in the W&RSETA's Annual Performance Plan, based on the following:
- Research findings identified in the Sector Skills Plan;
 - W&RSETA skills priorities as identified in its Strategic Plan.

2 PURPOSE

The purpose of this policy is to:

- Ensure that people with disabilities who participate in the W&RSETA's skills development projects for people with disabilities are afforded access to support services appropriate to their needs in order to eliminate (where possible) or minimize barriers to their learning;
- Promote a positive training environment for disabled learners taking part in W&RSETA Skills Development Projects for People with Disabilities.

3 SCOPE

This policy applies to:

- 3.1 Learners taking part in W&RSETA programmes.

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3.2 Service Providers contracted by W&RSETA to implement W&RSETA initiated Skills Development Projects for People with Disabilities.

4 RELATED INFORMATION AND LEGAL REFERENCE

This policy must be read in conjunction with the following supporting documents

4.1 Internal Documents

- Project Management Policy

4.2 External Documents

- SA Government's Integrated National Disability Strategy
- National Skills Development Strategy III

4.3 Legal Reference

- Protection of Personal Information Act, 2013

5 ACRONYMS & DEFINITION OF TERMS USED

Disability	Disability means impairment that may be physical, cognitive, mental, sensory, emotional, developmental, or a combination of all these impairments.
Reasonable Accommodation	Modification or adjustment to learning activities or the learning environment that will enable a learner with a disability to participate in learning or assessment activities

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6 POLICY

6.1 Guiding Principles

The principles that guide the implementation of skills development initiatives for people with disabilities by the W&RSETA and its implementing partners are based on the W&RSETA's commitment to:

- 6.6.1 Focus on special projects that support the development of skills of people with disabilities to enable them to seek employment opportunities in the Wholesale & Retail Sector
- 6.6.2 Promote positive perceptions and greater social awareness regarding people with disabilities in order to foster respect for the rights and dignity of people with disabilities;
- 6.6.3 To mainstream disability into society;
- 6.6.4 To ensure equal development takes place for people with disabilities.

6.2 Types of Projects Offered by the W&RSETA

6.2.1 The W&RSETA has undertaken to offer the following types of Skills Development Projects for People with Disabilities:

- Skills Development Projects for unemployed people with disabilities. These include learnerships, skills programmes and work-placements.
- Skill Development Projects for employed people with disabilities aimed at up-skilling or reskilling them to improve their opportunities for advancement or retention in the Wholesale & Retail Sector.

6.2.2 The W&RSETA also actively conducts sensitisation of employer companies to be more receptive of disability and enable the environment to level the ground as one of its projects.

6.3 Planning for W&RSETA Skills Development Programmes for People with Disabilities

- 6.3.1 The W&RSETA uses a collaborative approach in planning for special projects that support the development of skills of targeted at people with disabilities in order to enable them to find employment opportunities in the Wholesale and Retail Sector.
- To that end funding and planning for special projects that support the development of skills targeted at people with disabilities has been mainstreamed within Pivotal programmes in the W&RSETA's Annual Performance Plan.

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- Funding per learner per programme in terms of management and delivery, stipends and reasonable accommodation shall be as outlined in the Skills Development Grants Policy.
- 6.3.1 Consultation with the Department of Social Development will be conducted bi-annually or as necessary in order to:
- a) Identify and agree on key programmes to be prioritised;
 - b) Determine areas for collaboration.
- 6.3.2 Approval for such initiatives or strategic focus will be obtained as per the SETA approval processes.
- 6.3.3 All Skills Development Projects for People with Disabilities will adhere to the W&RSETA project approval and implementation process.
- 6.3.4 Budget for skills development projects targeting people with disabilities will include a budget for reasonable accommodation.
- 6.3.5 Disability Specialist within the W&RSETA will review identified programmes to be rolled out to people with disabilities to determine resources or aids or reasonable accommodation that may be required by the recruited candidates to ensure access to the programmes and achievement of learning outcomes.
- a) Such resources or aids or reasonable accommodation may include apparatus such as canes, wheelchairs, crutches, spectacles, sign language interpreters, reasonable modification of facilities to provide ease of access to learning facilities or resources etc.
 - b) It should be noted however that the modification of the facilities does not include the alteration of the built environment.
- 6.3.6 The W&RSETA shall enter into partnerships and MoUs with relevant government departments to:
- a) Roll out programmes of mutual benefit;
 - b) Source qualifying and reputable training Service Providers for the delivery of skills development initiatives;
 - c) Participate in national campaigns and educative workshops;
 - d) Collaborate on calendar activities for observation and publicity.

6.4 Recruitment and Selection of Learners

6.4.1 Recruitment

- 6.4.1.1 Learners will be recruited using the best method for reaching the targeted participants.

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6.4.1.2 Recruitment Methods may include the following:

- a) Advert emailed to Disability Organisations for dissemination to their members using the best suitable method of each disability group;
- b) Communication sent out to Community Structures for announcements to communities who will pass on the message to targeted beneficiaries;
- c) Written Media;
- d) Social Networks;
- e) Youth Structures within targeted communities;

6.4.1.3 Learners must be recruited within reasonable vicinity of the area in which training will take place so as to ensure ease of (comfortable) access to areas of training.

6.4.2 Selection

6.4.2.1 Selection Criteria for each project to be determined based on the following:

- a) Entrance requirements as per qualification on which the skills programme is aligned
- b) Age group being targeted

6.4.2.2 All applications will be assessed on the selection criteria in 6.4.2.1. Discussions about the support requirements of learners will be separate from that consideration.

6.5 Access to Information

6.5.1 The W&RSETA must ensure that all learners participating in the W&RSETA programmes have access to information regarding aspects of their learning process.

6.5.2 Individual needs of learners for accessing information, must be determined during the selection and approval stage; and provision of such be made for communication of important milestones of the training project. This may include training schedules; assessment schedules; assessment results; learner support services on offer etc.

6.6 Teaching and Learning Support

6.6.1 W&RSETA will source reputable Training Providers with proven capacity and means of managing and delivering training programmes targeted at people with disabilities.

6.6.2 Training Providers must indicate teaching and learning strategies that allow for accommodation of disabled students' individual requirements.

6.6.3 The W&RSETA and its Implementing Partners will ensure that, wherever required by the curriculum, disabled students have opportunity to access practical work exposure through simulations or work based learning.

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6.6.4 Assessment policies, practices and procedures of Training Providers contracted to deliver training should allow for accommodation of disabled students' individual requirements while also allowing them to demonstrate the achievement of learning outcomes in order to make the learning experience worthwhile.

6.6.5 If assessment of learning outcomes is interrupted as a direct result of a disability-related cause, a plan must be put into place (in consultation with the learner) to ensure that the learner is afforded another opportunity to undertake the assessment.

6.7 Complaints

6.7.1 The W&RSETA aims to be proactive in ensuring that no discrimination or harassment of learners with disabilities takes place during its training programmes.

6.7.2 Evaluation of Training Provider application to be contracted to deliver training on any of the W&RSETA's Skills Development Projects aimed at People with Disabilities will include evaluation of the Training Provider's Complaints Handling or Grievance Procedure. This procedure must include handling of complaints of a discriminatory or harassment nature; and must be communicated to learners during induction.

6.7.3 A learner who feels they are being harassed or discriminated against because of their disability may lodge a complaint using the learner grievance or complaints procedure communicated to learners during induction.

6.7.4 Training Providers must conduct investigation of complaints as per their policies and procedures except if:

- The complaint is against the systems adopted by the Training Provider
- The complaint is of a criminal nature
- The complaint is against the owners, management and/or directors of the Training Company

In which case, the W&RSETA's Disability Unit will appoint a team to investigate and take appropriate action on the case.

6.7.5 Training Providers will be obliged to disclose all complaints lodged against their employees by participants in W&RSETA projects to W&RSETA Disability Unit.

6.7.6 The Disability Unit will monitor and evaluate the handling and final outcome of the complaint and will intervene if:

- The Training Provider itself is the subject of the grievance;

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- The Training Provider is not cooperative in supplying requested information to the Disability Unit;
- The Complainant has requested that the Training Provider does not form part of the investigation;
- The Disability Unit is not satisfied with the process or outcome of the investigation;
- The Complainant disputes the final outcome.

6.8 Disclosure & Confidentiality

- 6.8.1 All Information collected about learners who take part in W&RSETA Skills Development Projects for People with Disabilities will be treated with confidentiality as required by the Protection of Personal Information Act.
- 6.8.2 The nature and extent of each learner's disability will only be made available to persons tasked with facilitating or providing reasonable accommodation to the extent that this information is necessary to facilitate the accommodation.

6.9 Monitoring and Evaluation

W&RSETA will, through the Regional Office representative, conduct site visits at the employer's premises;

- 6.9.1 Employers must provide access to W&RSETA employees conducting the visit
- 6.9.2 Employers must ensure that the student keeps a record of the workplace experience;
- 6.9.3 Employers to provide quarterly reports;
- 6.9.4 Employers will ensure an implementation plan is in place

7 EXCLUSIONS

This policy does not apply to W&RSETA employees with disabilities studying at different institutions.

8 REQUEST TO DEVIATE FROM POLICY

- 8.1 Requests to deviate from any provision of this policy may be made to the Chief Executive Officer in writing.
- 8.2 The Chief Executive Officer has powers to grant such request in whole or in part or refuse it.
- 8.3 Unauthorised deviations may result in disciplinary action.

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Policy Approval & Sign-off

1. POLICY INFORMATION

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2. RECOMMENDATIONS/ ENDORSEMENTS

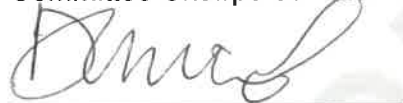
☒ Recommended

☐ Not Recommended

Comments.....
.....
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Name of Committee

Committee Chairperson



Signature

28-03-2019

Date

3. APPROVAL BY W&RSETA ACCOUNTING AUTHORITY

☒ Approved

☐ Not Approved

Comments.....
.....
.....



Yvonne Mbane

W&RSETA Board Chairperson

28/03/2019

Date

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TRACKING FORM

SUBJECT : Registration Policy

REFERENCE NO:

NATURE OF SUBMISSION :

Policy ☐ Memo ☐ Contract/s ☐

Travel ☐ Report ☐ Other ☐

DIVISION:SPU

BUSINESS UNIT: COO

DATE RELEASED: 27/03/2019

URGENT: ☐

NAME	TEL	OFFICE	DESIGNATION	RESPONSIBLE OFFICIAL	INITIAL	DATE RECEIVED
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2. Ntombi Dludla		ACOO	ACOO	Cindy Singh	C	

REMARKS:

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