**Guidelines to Employers on Completing and Submission of the WBLP Agreement**

1. **Completion of WBLP Agreement[[1]](#footnote-1)**
2. All fields in the WBLP Agreement must be completed. Fields that are not applicable for the programme or qualification should be populated with “N/A”.
3. Agreement Start and End Dates to be left blank in Section 6 of the Agreement. This will be populated by the SETA during the registration of the Agreement.
4. Parents or Guardians of minors (learners below the age of 18) must complete Section 2 of the WBLP Agreement.
5. Where a field requires one or more information, this should be provided in the order in which it is required e.g. in section 2.5 where both the home and work telephone numbers are required.
6. The first page of the Agreement provides a list of documents that must be attached to the Agreement.
* All required documentation must be attached to the Agreement (Copies of certified ID; Certified copies of the highest qualification; Fixed term employment contract or Confirmation of Employment (18.2 and 18.1 learners respectively);
* Information on the documents must be legible (clear) with pictures in Identity Documents clear (not blurred).
1. The agreement must be duly signed by all parties to the agreement.
* A witness for each signatory of the agreement is also required.
1. **Quality Assurance of Agreements**

*The following should be communicated to each learner prior to completion of agreement to ensure accurate completion of Agreement:*

1. Ensure that learner details on the agreement are the same as in the attached documents (ID, Qualification, Confirmation/Proof of Employment). Where these differ, proof of name change e.g. a Marriage certificate must be attached.
2. Ensure that the Programme Type, Programme Title and Programme ID have been captured correctly.
3. Ensure that the agreement has been duly signed by each signatory and their witness.
4. **Creation of Learner Profiles on Indicium**

Once agreements have been checked for compliance, Providers to:

1. Upload learner details under “Person” on Indicium ETQA;
* Ensure that learner name/s and surnames are captured on Indicium Skills under “Person” as per the learner’s certified copy of the ID document;
* **Sentence case** to be used and **not** “**UPPERCASE**” when creating the learner on “Person”.
* Ensure correct information has been inserted in all the required fields on Indicium
1. Link the “person” to “learner” on Indicium ETQA.
2. **Submission of Agreements to the Relevant W&RSETA Offices**
3. Agreements must be submitted to the relevant W&RSETA office **within 30 working days of the learner signing the learner agreement**.
* Conditional Placement of the learner in the learning programme must be *done as soon as the learner has signed the agreement as per Chapter 3, Section 6 of the Workplace Based Learning Programme Agreement Regulations.*
1. The process for submission of agreements is provided below:
2. Complete the submission list and order the learners alphabetically by surname on the list;
3. Place the learner agreements in the same order as the learner names on the submission list;
4. Check that the number of entries on the submission list and the number of learner agreements match;
5. Complete and sign the learner submission list;
6. Email the submission list to the relevant W&RSETA regional office to alert them of the completed uploads and the date that the learner agreements will be submitted to them for registration taking care not to exceed the required 30 working days of the learner signing the learner agreement.
7. **Registration of Agreements**
	1. Acknowledgement of Receipt of Agreements:
8. Receipts of Agreements shall be acknowledged by the SETA within 2 days of receipt.
9. Acknowledgement of receipts shall indicate the date when the agreement was received.
	1. Declined Agreements:
10. Communication on declined registrations shall be communicated to all parties within 14 days of receipt of the agreements.
	1. Registration Decision:
11. Registration shall be completed within 30 working days of receipt of agreement(s) if the agreement complies with the following requirements:
* The completed and signed agreement form has been received within 30 days of the date on which the learner has signed the agreement;
* If, in the case of a learnership, the learnership has been registered with the Director General of the Department of Higher Education and Training;
* If the Employer falls within the W&RSETA;
* If the employer has entered into an employment contract with the recruited unemployed learner at the start of the WBLP programme;
* If the Provider is accredited by the relevant Quality Council for the relevant curriculum components associated with the learning programme; and
* If the terms of the agreement comply with workplace based learning programme, the Skills Development Act and any other applicable law.
1. Notification of registration shall be sent to Employers as soon as registration is completed.
* Notification of Registration will also contain Agreement Numbers generated per agreement.
* The Agreement Numbers must be used as reference for change request applications to an Agreement.

Employers and Training Providers are requested to read and familiarise themselves the WBLP Regulations 2018.

**PLEASE NOTE:**

W&RSETA has communicated with the DHET on the workplace approval requirements for implementation of a normal Learnership programme. Whilst the SETA awaits feedback from DHET, stakeholders are urged to continue with recruitment and registration of learners for the current year 2019/20 in line with the WBLP regulations, requirements and timelines. Once the DHET has responded, stakeholders will be advised accordingly.

**ATTACHMENTS:**

* SETA WBLP Regulations 2018
* An example of how to complete a WBLP Learner Agreement.

For any enquiries please do not hesitate to contact your relevant Regional Manager.

30 August 2019

1. *Annexure A1 of this document is an exemplar of how the WBLP Agreement should be completed.* [↑](#footnote-ref-1)