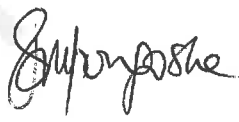



## WHOLESALE & RETAIL SETA

### POLICY FOR WHOLESALE & RETAIL SKILLS DEVELOPMENT PROJECTS AIMED AT PARTICIPANTS FROM RURAL AREAS, NGOS/NPOS, COOPERATIVES AND TRADE UNIONS

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J. Mpongoshe <i>Manager: Rural Development Unit</i>		27 March 2019
<b>Name &amp; Designation</b>	<b>Signature</b>	<b>Date</b>
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<b>Author Title, Name and Contact Details</b>		Ms J. Mpongoshe Email: <a href="mailto:jmpongoshe@wrseta.org.za">jmpongoshe@wrseta.org.za</a>							
<b>Contributors</b>		MANCO; RM Free State: Senzi Moroe; SRM Coastal: Lana van der Westhuizen; EM Regions: Ntombi Dlodla							
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## 1. BACKGROUND

- 1.1 In aligning its Annual Performance Plan to the priorities of the Strategic Plan, Sector Skills Plan, and National Skills Development Strategy III, the W&RSETA identified the following strategic objectives:
- 1.1.1 Special projects implemented to address sectoral-, provincial-, national imperatives and priorities whilst focusing on youth, gender and racial equity;
  - 1.1.2 Projects and programmes implemented to address skills needs of the cooperatives and NGO/NPO sectors;
  - 1.1.3 Capacity building programmes for worker representatives to enhance their contribution in planning and implementation of training in the workplace.
- 1.2 The W&RSETA Rural Development Unit programme's objectives are to support and contribute towards:
- 1.2.1 Achievement of government's transformational imperatives in the wholesale and retail sector with special focus on special projects for skills development for rural areas;
  - 1.2.2 Addressing the skills needs of cooperatives and NGOs/NPOs; and
  - 1.2.3 Addressing capacity building and training needs for trade unions represented in the wholesale and retail sector in order for union officials to enhance their ability in the planning of training and in overseeing implementation of the planned training.
- 1.3 The nature of the projects, programmes, targets and budget within Rural Development Unit is determined annually by Senior Management in the Annual Performance Plan and as based on the W&RSETA skills priorities in the National Skills Development Strategy III, Sector Skills Plan and Strategic Plan.

## 2. PURPOSE

The purpose of this policy is to ensure that beneficiaries who participate in projects meant for development of rural areas, cooperatives, NGO/NPOs and trade unions are enrolled in relevant programmes that are at a required level or addressing a specific occupation; supported with reasonable accommodation or accessibility support and as reflected in the APP annexures for example:

- Learnerships at Level 2-5 for unemployed learners from rural areas;
- Skills programmes at levels 2-5 for unemployed learners drawn from participating cooperatives;
- Unit standards at levels 2-5 for employed learners drawn from participating NGOs/NPOs; and
- Capacity building programmes for employed trade union members/officials/shop stewards;

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- Reasonable accommodation or accessibility support is provided for participating NGOs/NPOs, Trade Unions and for unemployed learners registered in Learnerships and Skills Programmes.

### 3. SCOPE

3.1 This policy applies to:

- 3.1.1 Learners registered in Rural Development Unit Projects and Programmes;
- 3.1.2 Service providers appointed and contracted to deliver such programmes;
- 3.1.3 W&RSETA employees.

3.2 This policy will be made available to all stakeholders on the W&RSETA website <http://www.wrseta.org.za>

### 4. RELATED INFORMATION AND LEGAL REFERENCE

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

#### 4.1 Internal Documents

- Skills Development Grants Policy;
- Project Management Policy
- W&RSETA Comprehensive Rural Development Strategy

#### 4.2 External Documents

- National Skills Development Strategy III

#### 4.3 Legal Reference

- The Public Finance Management Act, Act No. 1 of 1999;
- Skills Development Act of 1998 and as Amended
- Skills Development Levy Act of 1999
- Co-operatives Act No. 14 of 2005
- Grants Regulations as gazetted in 3 December 2012
- Protection of Personal Information Act of 2013

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## 5. ACRONYMS AND DEFINITIONS OF TERMS USED

Term	Definition
APP	Annual Performance Plan
CIPC	Company Intellectual Property Commission
CMU	Contracts Management Unit
COO	W&RSETA Chief Operations Officer
ECCAWUSA	Entertainment, Catering, Commercial and Allied Workers' Union of South Africa
FEDRAW	Federal Council of Retail and Allied Workers' Union
IDP	Integrated Development Plan
LED	Local Economic Development
M & C	W&RSETA Marketing and Communications Division
MoU	Memorandum of Understanding
NLPE	Non-Levy Paying Enterprise
NSDS	National Skills Development Strategy
PMO	Projects Management Office
QQA	Qualifications and Quality Assurance
QMS	The Quality Management System as defined by the W&RSETA Strategic Planning Unit
RDU	Rural Development Unit
SACCAWU	South African Commercial, Catering and Allied Workers' Union
SACTWU	Southern African Clothing and Textile Workers' Union
SAQA	South African Qualifications Authority Act, No. 58 of 1995
SARS	South African Revenue Services
SCM	Supply Chain Management
SPU	Strategic Planning Unit

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SSP	Sector Skills Planning
TCC	Tax Clearance Certificate
W&RSETA	Wholesale and Retail Sector Education and Training Authority

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## 6. POLICY

### 6.1 Guiding Principles

The principles that guide the implementation of skills development initiatives by the W&RSETA are based on the following:

- 6.1.1 Approval of business cases and funding;
- 6.1.2 Appointing and contracting of service providers to deliver the identified programmes;
- 6.1.3 Ensuring that appointed and contracted service providers do not enter in joint ventures and with other parties in delivering the identified programmes;
- 6.1.4 Adherence to a four-fold approach and methodology in delivering the identified programmes (Theoretical and Practical sessions-Evidence gathering and PoE building sessions- Assessments and internal moderations- Credits uploads);
- 6.1.5 Ensuring delivery of all Fundamental unit standards and as reflected on the programme approval letter signed by the relevant SETA Quality Assurance Division;
- 6.1.6 Adherence to unit standard 30% and 70% notional hour days;
- 6.1.7 Adherence to appropriate learner-facilitator ratio during theoretical sessions;
- 6.1.8 Submission of facilitation session reports, learner signed attendance registers, learner monthly/quarterly progress reports;
- 6.1.9 Submission of assessment and internal moderation reports, proof of reasonable accommodation payment, where applicable proof of stipend payment;
- 6.1.10 Submission of semester results by Institutions of Higher Learning;
- 6.1.11 Resourcing projects (human and tools of trade) within project 7, 5% administration costs.

### 6.2 Types of Programmes and Funding offered by the W&RSETA

The W&RSETA has undertaken to support beneficiaries with the following programmes and funding:

- 6.2.1 Learnerships addressing special projects and transformation imperatives for unemployed learners living in rural areas. The targets and funding mainstreamed within PIVOTAL Programmes. The skills development grants policy for management and delivery, stipends and reasonable accommodation will apply per unemployed learner.
- 6.2.2 Skills programmes addressing scarce skills, critical skills and occupational skills needs for unemployed learners drawn from the approved number of cooperatives per annum. The skills development grants policy for management and delivery, stipends and reasonable accommodation will apply per unemployed learner.
- 6.2.3 Unit standards within the W&RSETA sub-field addressing scarce and critical skills needs for employed learners drawn from the approved number of NGOs/NPOs per annum. (Maximum of six unit standards per organization). The skills development grants policy for management and delivery and reasonable accommodation will apply per NGO/NPO.
- 6.2.4 Training programmes in Trade Unions should build capacity for employed union officials/members/shop stewards drawn from the five trade unions represented in the wholesale and retail sector. Upon completion of programmes, service providers submit

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completion certificates. The skills development grants policy for management and delivery and reasonable accommodation will apply per union.

### 6.3 Planning and Recruitment of Beneficiaries for W&RSETA Skills Development Initiatives

The W&RSETA uses a collaborative approach in planning and recruitment of beneficiaries.

- 6.3.1 Requesters for Learnerships for learners living in rural areas are Royal Kingdoms/ Traditional Councils; Local Municipalities that service rural wards and National Rural Development and Agrarian Reform. The W&RSETA will enter into a MoU with Royal Kingdoms/Traditional Councils;
- 6.3.2 Requesters for cooperatives development are W&RSETA Regional Offices and related Government Departments. The W&RSETA will enter into a MoU with each participating cooperative.
- 6.3.3 Appointed and contracted training providers recruit NGOs/NPOs from their respective areas. The W&RSETA will enter into a MoU with each participating NGO/NPO.
- 6.3.4 Trade Unions represented in the wholesale and retail sector, plan for training and implementation of identified capacitation programmes for their union Officials/members/shop stewards. The W&RSETA will enter into a MoU with each Trade Union

### 6.4 Criteria to qualify as a Beneficiary

#### 6.4.1. Learnerships for Unemployed Learners from Rural Areas.

Beneficiaries must meet the following criteria:

- a) Recruitment must be done within a rural area;
- b) The target groups are 35 years old and younger; (women; school-leavers, unemployed; young people, retrenched including people with disabilities);
- c) Beneficiaries must reside within a rural area and this to be confirmed through an affidavit;
- d) Beneficiaries must be committed to enter and complete the programme;
- e) Submit certified ID copy, date stamp not older than three months;
- f) Certified copy highest qualification, date stamp not older than three months;
- g) CV;
- h) Completed and compliant agreement;
- i) Completed SETMIS form;
- j) Own company CIPC registration papers and a valid Tax Clearance Certificate;
- k) Learner employment contract.

#### 6.4.2. Skills Programmes for cooperatives and their unemployed beneficiaries.

- a) Cooperatives must submit, for registration by a respective regional office, the following compliance documentation:
  - i. Cooperative CIPC Registration Papers;

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- ii. Signed Constitution;
- iii. Signed and stamped bank confirmation letter with bank logo;
- iv. Completed W&RSETA NLPE Registration Form;
- v. Learner employment contract;
- vi. Duly signed MoU with the W&RSETA

b) Cooperatives learners must submit the following documentation:

- i. Certified ID copy, date stamp not older than three months;
- ii. Certified copy of highest qualification, date stamp not older than three months;
- iii. CV,
- iv. Completed and compliant agreement;
- v. Completed SETMIS form;

**6.4.3 Unit Standards for NGOs/NPOs and their Employed Beneficiaries.**

a) NPOs and NGOs must submit for registration by a respective regional office the following compliance documentation:

- i. NPO/NPC Certificate;
- ii. NPO Tax Clearance Certificate;
- iii. NPO signed constitution;
- iv. Completed Learner employment form;
- v. Completed W&RSETA NLPE Form;
- vi. Duly signed MoU with the W&RSETA
- vii. NGO registration papers;
- viii. NGO Tax Clearance Certificate;
- ix. NGO signed constitution;
- x. Completed learner employment form
- xi. Completed W&RSETA NLPE Form;
- xii. Duly signed MoU with the W&RSETA

b) Learners must submit the following documentation:

- i. Certified ID copy, date stamp not older than three months;
- ii. Certified copy of highest qualification, date stamp not older than three months;
- iii. CV,
- iv. Completed and compliant agreement;
- v. Completed SETMIS form.

**6.4.4 Capacity Building Programmes for Trade Unions Represented in the Wholesale and Retail Sector.**

a) Trade Union must submit the following documentation:

- i. Registration papers
- ii. Valid TCC;

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- iii. Learner employment form;
- iv. Duly signed MoU with the W&RSETA.

b) Learners must submit the following documentation:

- i. Certified ID copy, date stamp not older than three months;
- ii. Certified copy of highest qualification, date stamp not older than three months;
- iii. CV;
- iv. Completed SETMIS form
- v. Completed and signed LIF form from service provider for non-credit bearing training;
- vi. Completed and compliant agreement if registered on credit bearing training.

c) **If trade union members are registered with a University:**

- i. Certified ID copy, date stamp not older than three months;
- ii. Certified copy of highest qualification, date stamp not older than three months;
- iii. CV;
- iv. Proof of acceptance by institution;
- v. Proof of registration by institution;
- vi. University course fee structure;
- vii. Completed and compliant agreement;
- viii. Completed SETMIS form

## 6.5 Support Levels for Implementation of Projects and Programmes

6.5.1 The Rural Development Unit works closely with the Office of the COO and related Internal Business Units e.g. Regional Offices, PMO, QQA, Finance, SCM, CMU, M & C, SSP, QMS, SPU and HR to ensure effective and efficient implementation of projects and programmes.

6.5.2 Regional Staff working on the projects and programmes will be supported with ongoing capacitation on project and programme administration & management, learner management system, new skills in monitoring of learning programme outcome outputs in order to determine quality delivery of the said programmes.

6.5.3 Newly appointed staff working on these programmes will also be supported with tools of trade and salaries from the project 7, 5% administration costs.

6.5.4 Service providers delivering the programmes will be supported with tools to gather quality outputs of programme outcomes, with ongoing capacitation on various elements of learning programme quality delivery which include but not limited to compiling a compliant and comprehensive programme roll-out plan, adherence to theoretical and practical component of notional hour days, appropriate facilitator-learner ratio, four-fold approach and methodology in implementation of programmes (Theoretical and Practical component- Evidence gathering and PoE building session- Assessment and Internal Moderation sessions- Learner credits upload) and delivery of all fundamental unit standards as reflected on the signed and endorsed programme approval letter.

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- 6.5.5 Trade Union Officials appointed to plan and oversee capacitation building programmes will be capacitated on administration and the various compliance documentation for registration of selected officials/members/shop stewards that will participate in capacitation building programmes.
- 6.5.6 Reasonable accommodation or accessibility support will be offered respectively to organizations or to learners registered and participating in these programmes.
- 6.5.7 Upon completion of programmes, the unit will facilitate external moderation & issuing of competency certificates for learners registered in Learnerships, skills programmes; records of achievements for those registered in unit standards; and attendance certificates for those registered in non-credit bearing programmes.

## 7. DISCLOSURE AND CONFIDENTIALITY

All information collected about learners participating in all these programmes shall be treated with confidentiality as required by the Protection of Personal Information Act.

## 8. EXCLUSIONS

This policy does not apply to the following:

- 8.1 Learners who are from urban areas;
- 8.2 Cooperatives that do not produce to sell goods which are reflected in the W&R SIC Codes;
- 8.3 NGOs/NPOs that do not produce to sell goods which are reflected in the W&R SIC Codes;
- 8.4 Trade Unions not represented in the wholesale and retail sector; Trade Unions that do not have registration papers; Trade unions whose matters are not up to date with South African Revenue Services.

## 9. REQUEST TO DEVIATE FROM THE POLICY

- 9.1 Request to deviate from any provision of this policy may be made to the Chief Executive Officer in writing;
- 9.2 The Chief Executive Officer has powers to grant that request in whole or part or refuse it;
- 9.3 Unauthorized deviations may result in disciplinary action.

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## Policy Approval & Sign-off

### 1. POLICY INFORMATION

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<b>Policy Reference Number</b>	POL_RD_001

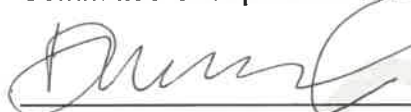
### 2. RECOMMENDATIONS/ ENDORSEMENTS

Recommended
  Not Recommended

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

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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