

Annexure A

APPLICATION TO REGISTER A LEARNERSHIP



Documents to accompany this application form:

- The relevant SAQA qualification document downloaded from the SAQA website.
- If the applying SETA is not the accredited ETQA for the qualification associated with the learnership, proof of adequate arrangements with the relevant ETQA must be attached.

Learnership registration number : <u>27Q270009301354</u>
Learnership registration date: _____
Learnership review date: _____
SETA responsible for Learnership: <u>W&RSETA</u>
ETQA accredited for qualification associated with the Learnership: <u>W&RSETA</u>

(For official use only)

1. SETA information

1.1 Name of SETA: W&RSETA

1.2 Name of Chamber (if applicable): N/A

1.3 Details of SETA official responsible for preparing the application

1.3.1 Name: **Sipho Shoba**

1.3.2 Telephone number: **012 622 9500**

1.4 SETA's Telephone number: **012 622 9500**

1.5 SETA's fax number: **N/A**

1.6 SETA's postal address: **N/A**

1.7 SETA's e mail address: sshoba@wrseta.org.za

2. Qualification information

2.1 Title of qualification associated with the learnership: **National Certificate: Wholesale and Retail Operations Supervision.**

SAQA qualification ID number: **49397**

2.3 NQF level: **Level 4.**

2.4 Expiry date of the qualification: **2023-06-30**

2.5 Minimum number of credits of the qualification: **135 Credits**

2.6 Entry level requirements for the qualification:

Numeracy and First Language Literacy standards at NQF Level 3.

2.7 Name of ETQA accredited for the qualification: **Wholesale and Retail Seta.**

3. Learnership information

3.1 Is this an application to register a new learnership or to replace an existing learnership?

(Tick relevant box)

3.1.1 new learnership

3.1.2 learnership to replace an existing learnership

3.2 If replacing an existing learnership, indicate the following:

3.2.1 Name of existing learnership:

- **National Certificate: Wholesale and Retail, Sales and Service Technology L4**

3.2.2 Number of existing Learnership: 1

3.3 Learnership title: **National Certificate: Wholesale and Retail Operations Supervision**

3.4 Review date of the learnership: _____

3.5 Minimum number of credits to be earned through the Learnership: 135

3.6 Related occupation (as per Organizing Framework for Occupations – OFO):

 Retail managers

3.7 Occupation code (as per Organizing Framework for Occupations – OFO):

 142101

4. Learnership identification

4.1 How was the need for this learnership identified?

(tick the relevant box or boxes)

SETA sector skills plan

Skills plans from “adjacent” SETAs

SETA commissioned research

Workplace skills plans

Scarce skills list

Generally available research (specify): _____

Other (specify): WRSETA Conducted stakeholder consultation sessions in 5 provinces which are actively participating in Learnerships. The stakeholder’s forum consists of various key role players within the sector which includes but not limited to the following: Wholesalers, Retailers, Franchisers, FET and HET Colleges, Private Training providers, and the SGB.

4.2 What needs will the learnership address?

The Certificate in Wholesale and Retail Operations Supervision, NQF Level 4, is designed to meet the needs of the learners who are already employed and involved in the Wholesale and Retail field. Learners with a qualification up to level 3, including through RPL, who wish to pursue a career in this area, or in fields where this learning may be useful will be allowed access to this certificate. This furthermore includes adult learners who want to enter the arena or develop their careers in one or more of the related sub-fields. Since this Certificate is part of a learning pathway it will allow mobility to persons operating at any level in the field.

4.1. What is the specific purpose of the learnership?

Specifically, the purpose of this Certificate qualification is to equip learners to understand and acquaint themselves with the principles of supervision and team leadership within the Wholesale & Retail sector and to provide career paths with associated learnerships through various levels and areas of the Wholesale and Retail environment. Supervision in this context includes all activities ensuring the achievement of desired results and the correct implementation of prescribed policies, procedures and activities. The Certificate thus aims to build capacity and improve skills at lower management level in the Wholesale and Retail sector thus ensuring the development of competence and increased service delivery in this field.

5 Learnership outline in case of unit standards based qualification

Occupation name	Retail Managers				Occupation number	142101		
Learnership title	National Certificate: Wholesale and Retail Operations Supervision				Minimum Credit value of this Learnership	135		
Qualification title	National Certificate: Wholesale Operations Supervision				Qualification registration number	SAQA 0160/05		
Qualification expiry date	2023-06-30	NQF registration level	4	Credit value of qualification	135			
ETQA accredited for qualification	W&RSETA							
Purpose of the Learnership	Specifically, the purpose of this Learnership is to equip learners to understand and acquaint themselves with the principles of supervision and team leadership within the Wholesale & Retail sector and to provide career paths with associated learnerships through various levels and areas of the Wholesale and Retail environment. Supervision in this context includes all activities ensuring the achievement of desired results and the correct implementation of prescribed policies, procedures and activities. The Certificate thus aims to build capacity and improve skills at lower management level in the Wholesale and Retail sector thus ensuring the development of competence and increased service delivery in this field							
Entry level requirements for the Learnership	Numeracy and First Language Literacy standards at NQF Level 3.							
Unit Standard Title	US number	NQF Level	Credit value	Specific Outcomes for each Unit Standard	Percentage of learning at:		Specified Practical Workplace Experience Activities	Notional Hours
					Training Provider	Work Place		
Fundamental Unit Standards								
Access information in order to respond to client enquiries in a financial services environment	9302	3	2	<ul style="list-style-type: none"> Use an electronic information system to access information in a financial service environment. Skim electronic and other documents for general information 	30	70	<ul style="list-style-type: none"> Use an electronic information system to access information in a financial service environment. Skim electronic and other documents for general information 	20
Accommodate audience and context needs in oral communication	8968	3	5	<ul style="list-style-type: none"> Interact successfully with audience in oral communication Identify and respond to manipulative use of language. 	30	70	<ul style="list-style-type: none"> Interact successfully with audience in oral communication Identify and respond to manipulative use of language 	50

Communicate verbally with clients in a financial environment	9303	3	3	<ul style="list-style-type: none"> Use clear plain language in a verbal communication Provide information in response to a client's request. 	60	30	<ul style="list-style-type: none"> Use clear plain language in a verbal communication Provide information in response to a client's request. 	30
Interpret and use information from texts	8969	3	5	<ul style="list-style-type: none"> Explore and explain how language structures and features may influence a reader Respond to selected texts in a manner appropriate to the context 	50	50	<ul style="list-style-type: none"> Explore and explain how language structures and features may influence a reader Respond to selected texts in a manner appropriate to the context 	50
Write texts for a range of communicative contexts	8970	3	5	<ul style="list-style-type: none"> Write for a specified audience and purpose Draft own writing and edit to improve clarity and correctness. 	40	60	<ul style="list-style-type: none"> Write for a specified audience and purpose Draft own writing and edit to improve clarity and correctness 	50
Apply comprehension skills to engage written texts in a business environment	12155	4	5	<ul style="list-style-type: none"> Re-organise information from a written text Infer information from a written business text 	70	30	<ul style="list-style-type: none"> Re-organise information from a written text Infer information from a written business text 	50
Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	4	6	<ul style="list-style-type: none"> Use theoretical and experimental probability to develop models. Critically interrogate and use probability and statistical models. 	70	30	<ul style="list-style-type: none"> Use theoretical and experimental probability to develop models. Critically interrogate and use probability and statistical models 	60
Engage in sustained oral communication and evaluate spoken texts	8974	4	5	<ul style="list-style-type: none"> Respond critically yet sensitively as a listener Analyse own responses to spoken texts and adjust as required. 	30	70	<ul style="list-style-type: none"> Respond critically yet sensitively as a listener Analyse own responses to spoken texts and adjust as required 	50
Read analyse and respond to a variety of texts	8975	4	5	<ul style="list-style-type: none"> Identify and explain the values, attitudes and assumptions in texts Evaluate the effects of content, language and style on readers' responses in specific texts. 	30	70	<ul style="list-style-type: none"> Identify and explain the values, attitudes and assumptions in texts . Evaluate the effects of content, language and style on readers' responses in specific texts 	50
Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9016	4	4	<ul style="list-style-type: none"> Explore, analyse & critique, describe & represent, interpret and justify geometrical relationships Measure, estimate, and calculate physical quantities in practical situations relevant to the adult 	60	40	<ul style="list-style-type: none"> Explore, analyse & critique, describe & represent, interpret and justify geometrical relationships Measure, estimate, and calculate physical quantities in practical situations relevant to the adult 	40

Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468	4	6	<ul style="list-style-type: none"> Use mathematics to plan and control financial instruments. Use mathematics to debate aspects of the national and global economy. 	60	40	<ul style="list-style-type: none"> Use mathematics to plan and control financial instruments. Use mathematics to debate aspects of the national and global economy. 	60	
Write for a wide range of contexts	8976	4	5	<ul style="list-style-type: none"> Write effectively and creatively on a range of topics Choose language structures and features to suit communicative purposes 	60	40	<ul style="list-style-type: none"> Write effectively and creatively on a range of topics Choose language structures and features to suit communicative purposes 	50	
				•			•		
			56	•			•	560	
TOTAL			TOTAL				TOTAL		
Core Unit Standards									
Indicate the role of a team leader ensuring that a team meets an organization's standards	13917	3	6	<ul style="list-style-type: none"> Explain the intended purpose of a specific team or group. Contract with group or team member to obtain buy in. 	30	70	<ul style="list-style-type: none"> Explain the intended purpose of a specific team or group. Contract with group or team member to obtain buy in. 	60	
Motivate a team	13947	4	6	<ul style="list-style-type: none"> Applying of theories of motivation Describe techniques leaders can use to motivate a team 	30	70	<ul style="list-style-type: none"> Applying of theories of motivation Describe techniques leaders can use to motivate a team 	60	
Supervise customer service standards	118028	4	8	<ul style="list-style-type: none"> Implement customer service standards in accordance with the prescribed organizational requirements Improve customer service standards 	30	70	<ul style="list-style-type: none"> Implement customer service standards in accordance with the prescribed organizational requirements Improve customer service standards 	80	
Supervise housekeeping and hygiene in a store	118029	4	6	<ul style="list-style-type: none"> Monitor the implementation of health and safety in the wholesale or retail store. Supervise maintenance of fixed assets in a wholesale/retail store. 	30	70	<ul style="list-style-type: none"> Monitor the implementation of health and safety in the wholesale or retail store. Supervise maintenance of fixed assets in a wholesale/retail store 	60	
Supervise implementation of loss control measures	118045	4	8	<ul style="list-style-type: none"> Explain the effect of shrinkage and losses. Implement action to minimize losses in identified areas 	30	70	<ul style="list-style-type: none"> Explain the effect of shrinkage and losses. Implement action to minimise losses in identified areas 	80	

Supervise sales performance	118037	4	8	<ul style="list-style-type: none"> • Explain the effect of sales on the Net Profit of the business. • Monitor sales performance 	30	70	<ul style="list-style-type: none"> • 	80
Supervise stock counts	118043	4	8	<ul style="list-style-type: none"> • Supervise stock count preparation • Prepare staff for a stock counts 	20	80	<ul style="list-style-type: none"> • 	80
TOTAL		50	TOTAL				TOTAL 500	
Elective Unit Standards								
Build customer relations in an operational unit	258156	3	10	<ul style="list-style-type: none"> • Explain customer behaviour. • Create positive customer perceptions 	40	60	<ul style="list-style-type: none"> • Explain customer behaviour. • Create positive customer perceptions 	100
Conduct a formal meeting	13914	3	3	<ul style="list-style-type: none"> • Conduct a meeting • Follow up on a meeting 	20	80	<ul style="list-style-type: none"> • Conduct a meeting • Follow up on a meeting 	30
Induct a new member into a team	13911	3	3	<ul style="list-style-type: none"> • Prepare to receive a new member on a team • Explain how the performance of a team is monitored 	20	80	<ul style="list-style-type: none"> • Prepare to receive a new member on a team • Explain how the performance of a team is monitored 	30
Apply the budget function in a business unit	13941	4	5	<ul style="list-style-type: none"> • Analyse the budget needs of a business unit. • Present and justify a proposed budget for a business unit. 	30	70	<ul style="list-style-type: none"> • Analyze the budget needs of a business unit. • Present and justify a proposed budget for a business unit. 	50
Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	13952	4	8	<ul style="list-style-type: none"> • Identify the legislation that regulates employment issues. • Explain the requirements of the LRA in respect of interviews. 	60	40	<ul style="list-style-type: none"> • Identify the legislation that regulates employment issues. • Explain the requirements of the LRA in respect of interviews. 	80
Demonstrate knowledge and understanding of the Occupational Health and Safety Act 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	13951	4	4	<ul style="list-style-type: none"> • Explain the requirements for minimum compliance stipulated in the Act. • Interpret the management controls required to achieve compliance. 	60	40	<ul style="list-style-type: none"> • Explain the requirements for minimum compliance stipulated in the Act. • Interpret the management controls required to achieve compliance 	40
Describe and apply the management functions of an organization	14667	4	10	<ul style="list-style-type: none"> • Explain the basic activities involved in the management process • Identify and explain some of the tasks required of managers. 	60	40	<ul style="list-style-type: none"> • Explain the basic activities involved in the management process • Identify and explain some of the tasks required of managers. 	100

Explain the scope of the Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA)	117155	4	2	<ul style="list-style-type: none"> Explain the purpose of COIDA. Explain negligence as used in the Act. 	60	40	<ul style="list-style-type: none"> Explain the purpose of COIDA. Explain negligence as used in the Act. 	20
Interpret basic financial statements	117156	4	4	<ul style="list-style-type: none"> Use the evidence in financial statements to make a financial decision. Compile a personal assets and liabilities statement. 	30	70	<ul style="list-style-type: none"> Use the evidence in financial statements to make a financial decision. Compile a personal assets and liabilities statement. 	40
Manage risk in own work/business environment	13954	4	5	<ul style="list-style-type: none"> Demonstrate knowledge and understanding of work procedures in the workplace Suggest ways of managing risk in own work position. 	70	30	<ul style="list-style-type: none"> Demonstrate knowledge and understanding of work procedures in the workplace Suggest ways of managing risk in own work position. 	50
Supervise P.O.S. Operations	118030	4	8	<ul style="list-style-type: none"> Authorize refunds and exchanges. Authorize POS transactions. 	30	70	<ul style="list-style-type: none"> Authorize refunds and exchanges. Authorize POS transactions. 	80
Supervise promotional activities	118033	4	8	<ul style="list-style-type: none"> Plan the promotional activity. Supervise implementation of the promotion. 	30	70	<ul style="list-style-type: none"> Plan the promotional activity. Supervise implementation of the promotion. 	80
TOTAL 70					TOTAL			TOTAL 700

6 Learnership outline in case of non- unit standards based qualification (NA)

Occupation name				Occupation number	
Learnership title				Credit value of this learnership	
Qualification title				Qualification registration number	
Qualification expiry date		NQF registration level		Credit value of qualification	
ETQA accredited for qualification					
Purpose of the learnership _____					
Entry level requirements for the learnership _____					
Exit level outcomes	Specific theoretical learning outcomes	50 %	Percentage of learning at:	Specified Practical Workplace Experience Activities	50 %

			Training Provider	Work Place		
Year 1						
			TOTAL			
Year 2						
			TOTAL			
Year 3						
			TOTAL			

7. Declaration by SETA

We declare that this application is a true and accurate reflection of the learnership, the qualification associated with the learnership and the rationale for the learnership.

Signed on this 09 day of November 2022

at Centurion, Pretoria

SETA Chief Executive Officer: _____
Name

Signature

Chief Operations Officer: Mr Sipho Shoba
Name


Signature

