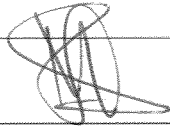
	<b>TRANSPORT EDUCATION &amp; TRAINING AUTHORITY</b> QUALITY MANAGEMENT SYSTEM PROCEDURE		
	Title	Small Business Development	Document No
Department	Skills Development Unit	Page No	1 of 4
		Effective Date	April 2013
Approved		Revision Date	August 2013

## SMALL BUSINESS DEVELOPMENT Procedure Document


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# TRANSPORT EDUCATION & TRAINING AUTHORITY

## QUALITY MANAGEMENT SYSTEM

### PROCEDURE

Title	Small Business Development	Document No	SD-SBD P01.1 Rev07
Department	Skills Development Unit	Page No	2 of 4
		Date Compiled	June 2013
Approved		Revision Date	August 2013

#### 1. PURPOSE

1.1. To standardise operations across regional offices i.e. Gauteng (chambers)\*, Kwazulu-Natal and Western Cape.

*\* All chambers based in Randburg form "Gauteng". Each chamber practitioner will process applications received irrespective of which chamber the applicant is registered with.*

1.2. To provide a guideline to all TETA staff in terms of internal processes and procedures.

1.3. To support smaller businesses within the Transport sector more effectively and efficiently.

1.4. To facilitate and ensure effective implementation of skills development outlined in the SBD Policy.

#### 2. PROCESS

2.1. TETA offers support, guidance and relevant communication relating to SBD.

2.2. Regional office receives completed application.

2.3. Regional office evaluates application.

2.4. Regional office makes recommendation and submits to SD&LP Manager.

2.5. SD&LP Manager consolidates recommendations for IMC.

2.6. IMC approves / rejects recommendations.

2.7. SD&LP Unit informs Regional office of the IMC outcome.

2.8. Regional office informs applicant of decision and prepares SCM register for contract numbers.

2.9. SCM prepares contract register with contract numbers and send it to Regional office

2.10. Regional office generates contract for successful applicants.

2.11. Contracts are sent to successful applicants for signing.

#### 3. PROCEDURE

Title	Procedure
TETA offers support and provides relevant communication relating to SBD	The following documents will be made available on the TETA website for all interested applicants: a) SBD Policy b) TETA Scarce & Critical Skills List c) SBD Application Form

*Content available on TETA website (SBD page) and shared drive.*


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# TRANSPORT EDUCATION & TRAINING AUTHORITY

## QUALITY MANAGEMENT SYSTEM

### PROCEDURE

Title	Small Business Development	Document No	SD-SBD P01.1 Rev07
Department	Skills Development Unit	Page No	3 of 4
		Date Compiled	June 2013
Approved		Revision Date	August 2013

Title	Procedure
Regional office receives completed application	<p>Applications received by the 25<sup>th</sup> January, June, September and November:</p> <p>3.1.1 Enter details on document register.</p> <p>3.1.2 Date stamp and sign application.</p> <p>3.1.3 Prepare acknowledgement using template SD-SBD F01.</p> <p>3.1.4 Save template as a PDF file using format: "COMPANY NAME" "SDL No" _SD-SBD F01</p> <p>3.1.5 Email PDF file to applicant within 3 days of receiving application.</p>
Regional office evaluates application	<p>3.1.6 Attach checklist SD-SBD F02 to each application.</p> <p>3.1.7 Assess each application against stipulated criteria.</p> <p>3.1.8 Update "Organisation Info" tab on TETA system.</p> <p>3.1.9 Complete assessment by recommending approval or rejection.</p> <p>3.1.10 Manager / EO approve assessments by signing each checklist.</p>
<b>Due: 25<sup>th</sup> (Regional office)</b>	
Regional office makes recommendation	<p>3.1.11 Signed checklists are kept by Manager / EO.</p> <p>3.1.12 Capture recommendations on schedule SD-SBD F03 Recomm.</p> <p>3.1.13 Capture per company and intervention.</p> <p>3.1.14 Save schedule using format: "SD-SBD F03 Recomm WC 2013-06"</p> <p>3.1.15 Ensure completeness and accuracy then print on white A4 paper.</p> <p>3.1.16 Sign printed schedule then hand to manager / EO for signing.</p> <p>3.1.17 Copy signed schedule and attached as cover to applications batch.</p> <p>3.1.18 Original electronic schedule (only) is sent to SD manager by.</p>
<b>Due: 30<sup>th</sup> (Regional office)</b>	
SD&LP manager consolidates recommendations & Submit to IMC for approval / rejection	<p>3.1.19 SD&amp;LP unit / Manager acknowledge receipt of schedule with respective regional office.</p> <p>3.1.20 SD&amp;LP Manager consolidates and submits to the IMC which approves / rejects recommendations against budget, respective target achievements.</p> <p>3.1.21 Chairperson of the IMC signs respective schedule.</p> <p>3.1.22 SD unit / Manager communicate signed schedule to respective regional office.</p>
<b>Due: 5<sup>th</sup> (SD&amp;LP Manager)</b>	


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# TRANSPORT EDUCATION & TRAINING AUTHORITY

## QUALITY MANAGEMENT SYSTEM

### PROCEDURE

Title	Small Business Development	Document No	SD-SBD P01.1 Rev07
Department	Skills Development Unit	Page No	4 of 4
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Title	Procedure
Regional office informs applicant of decision and prepares SCM register for contracts numbers	3.1.23 Regional office receives signed schedule. 3.1.24 Prepare letter of award using template SD-SBD F04. 3.1.25 Save template as a PDF file using format: <i>"COMPANY NAME" "SDL No" _ SD-SBD F04</i> 3.1.26 Email PDF file to applicant by the 7 <sup>th</sup> . 3.1.27 Open file <i>"WC 2013-06_SBD F03 Recomm"</i> . 3.1.28 Copy only <u>approved</u> applications data from 'Recommendations' worksheet (columns B, C, D, I, J, K, L, O and Q) then paste into 'SCM Register' worksheet (columns B – J).
<b>Due: 7<sup>th</sup></b> <b>(Regional Office)</b>	3.1.29 Complete column K, columns L and M auto-populate. 3.1.30 Save register using existing name. 3.1.31 Email register and signed schedule to SCM by the 7 <sup>th</sup> .
Regional office generates contract for successful applicants	3.1.32 SCM emails register (with contract numbers) to respective office by the 10 <sup>th</sup> . 3.1.33 Regional office prepares draft contracts using template SD-SBD F06. 3.1.34 Ensure completeness and accuracy of contract content. 3.1.35 Contracts are printed on white, green and yellow A4 paper 3.1.36 Each contract is signed by the Manager / EO and 2 witnesses.
<b>Due: 10<sup>th</sup></b> <b>(SCM)</b>	3.1.37 Regional office send contracts template to finance with contract numbers and signed schedule
Contracts are sent to successful applicants for signing	3.1.38 Original copies (white, green & yellow) are sent to successful applicant for signing which must be returned to TETA (regional office) within 30 days. 3.1.39 Signed green contract/s kept by Chambers. 3.1.40 Signed white contract/s kept by stakeholders 3.1.41 Signed yellow contract/s kept by finance
Finance	3.1.42 Open GL account for each contract

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