



Transport Education Training Authority

Driven by Vision

TRANSPORT EDUCATION AND TRAINING

Guidelines on Training Committee

1. LEGAL BASIS

1.1. SETA GRANT REGULATIONS – SUB – REGULATION 5 (2) (f)

“A SETA may not pay a mandatory grant to an employer who is liable to pay skills development levies in terms of section 3(1) of the Skills Development Levies Act, unless the levy paying employers –

- (a) has **registered** with the Commissioner in terms of section 3(1) of the Skills Development Levies Act.
- (b) has **paid the levies directly to the Commissioner** in the manner and within the period determined in section 6 of the Skills Development Levies Act;
- (c) is **up to date with the levy payments** to the Commissioner at the time of approval and in respect of the period for which an application is made;
- (d) has **submitted Annexure 2** as contemplated in regulation 4(1) that contributes to the relevant SETA SSP within the timeframes prescribed in regulation 4(2) and 4(3);
- (e) with effect from 1 April 2013, has **submitted and implemented its Work place Skills Plan** for the previous financial year to the extent that it satisfies the criteria for implementation that must be established and approved by the SETA Accounting Authority based on guidelines provided by the Department; and
- (f) **In a case where the employer who has a recognition agreement with the trade union or unions in place. There must be evidence provided that the WSP and ATR has been subject to consultation with the recognized trade union and the WSP and ATR are signed off by the labour representatives appointed by the Trade union, unless an explanation is provided.”**

1.2. MANDATORY GRANT POLICY SECTION 7(II)

“Signed minutes of Training Committee meetings for the current year where consultations regarding Annexure 2 were made. The minutes of the meeting should indicate the committee’s approval of the WSP and ATR and indicate the signatories of the WSP and ATR by members of the training committee; this must be on the company letterhead. This only applies to organizations employing 50 or more employees.”

2. TRAINING COMMITTEES (TETA'S PERSPECTIVE)

All companies are encouraged to establish training committees to facilitate the discussion, review, and monitoring of performance against the Annual Training Report (ATR)/Workplace Skills Plan (WSP)/ PIVOTAL Plan submitted to TETA:

- 2.1. Training committees are required to endorse submissions made to TETA.
- 2.2. This endorsement must be supported by training committee meeting minutes, signed by the representatives listed on the WSP/ATR authorisation page.
- 2.3. Training committees should review performance against the submissions at least once during the reporting period.

3. MINUTES OF THE TRAINING COMMITTEE MEETING – TETA REQUIREMENTS

Companies employing more than 49 employees must submit proof of consultation in the form of minutes with the following requirements:

- 3.1. The minutes must be prepared on the company's official letterhead.
- 3.2. The minutes must be approved, signed, and dated. If it is not possible to secure approval prior to the submission of the Workplace Skills Plan (WSP), the signed attendance register of the attendees must accompany the minutes.
- 3.3. The minutes must clearly indicate that the submission made to the SETA was discussed and approved.
- 3.4. The minutes must reflect discussions regarding the implementation of the training plan.

Small companies, defined as those employing 49 or fewer employees, are exempt from this requirement. However, they may establish training committees at their discretion if desired.

Annexure A – Guideline for conducting training committee meetings

This version provides clear and concise guidelines, focusing on the general requirements for conducting training committee meetings as per the Skills Development Act and related regulations.

Due to the National Lockdown pronounced by the President of the Republic of South Africa, many companies suspended Face-to-face meetings until further notice. Companies are currently encouraging meetings via the following mediums:

- Round Robin
- Voice Teleconference;
- Teams, Zoom, Skype, etc.

1. Round Robin

The Workplace Skills Plan and Annual Training Report (WSP/ATR) may be circulated via email to Training Committee Members. Training Committee Members may provide input into the WSP/ATR and approve the WSP/ATR provided all the changes/input have been incorporated.

Based on the email approval of the members, the secretary should prepare documentation indicating the approval of the Round Robin.

2. Voice Teleconference

Training Committee Members should be provided with the WSP and ATR before the teleconference.

Members are invited to call-in before the conference start and all calls are merged. The Chairperson conducts the meeting and the secretary records the discussions.

The WSP/ATR should be approved during the conference call. Minutes of the meeting should be prepared based on the discussion of the call. The minutes should be circulated to all the Members and once approved, should be signed by the chairperson and the secretary.

3. Teams, Zoom, Skype, etc.

Teams, Zoom and Skype are applications that are used for video conferencing. The Chairperson will conduct the meeting via the chosen video conferencing application while the secretary will record the discussions.

Committee members provide input into the WSP and ATR. The minutes are prepared based on the discussions. The draft minutes are circulated and approved via email or any chosen medium. The chairperson and the secretary sign the minutes electronically.

The approved minutes or Round Robin approval must be uploaded on the TETA Skills system as evidence that the WSP/ATR 2024/2025 has been discussed and approved.