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## Transport Education Training Authority ETQA Unit

**Apprenticeship Monitor**

**Randburg**

**Package: Market Related**

### KEY PERFORMANCE AREAS

#### 1. Customer Relations

- 1.1 ETQA Capacity building in the Transport sector (providers, Trade Test Centres, companies, and related stakeholders).
- 1.2 Communicate ETQA developments to the sector.
- 1.3 Ensure effective and efficient communication processes between TETA, Employers, Providers, Apprentices and Department of Higher Education Training.
- 1.4 Resolve ETQA related queries and attend to walk-in clients.
- 1.5 Promote the development and implementation of Apprenticeships and related programmes.
- 1.6 Provide advice and guidance to stakeholders (Employers, Training Providers, TVET Colleges, etc.).
- 1.7 Liaise with chambers, stakeholders and providers (public and private) on matters relating to Apprenticeships.
- 1.8 Circulation of information on requirements from the NAMB/QCTO.
- 1.9 Develop and maintain communication with all parties involved in the Apprenticeship system.
- 1.10 Assisting new entrants with TETA criteria and processes by means of workshops, site visits and emails.
- 1.11 Represent TETA at approved forums, meetings and consultative processes.
- 1.12 Updating and maintaining a database of Training providers and Trade Test centres.

#### 2. Monitoring of Apprentice Training

- 2.1 Conducting regular monitoring visits to all Employers and Training Providers that act as workplace training providers in the industry to ensure that training runs effectively and efficiently.
- 2.2 Implement projects to ensure the availability and monitoring of Assessors, Moderators, Trade Test Officials, accredited Training Providers as well as Trade Test centres.

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- 2.3 Ensure the availability and monitoring of Mentors and Coaches for Apprentices.
- 2.4 Monitoring administration of learner information, apprenticeship agreements, On Job Training, logbooks, disbursement of allowances etc.
- 2.5 Monitor effectiveness of Employer and Provider QMS.
- 2.6 Monitoring adherence of employers and training providers in respect of accreditation requirements (quality assurance of providers, training programmes, trade test centres).
- 2.7 Monitoring adherence of Employers, Employees, Training Providers and Learners in respect of Apprenticeship training against the provision, regulations and conditions applicable in terms of the Skills Development Act and Basic Conditions of Employment Act.
- 2.8 Coordinate the evaluation of learner logbooks with Subject Matter Experts.
- 2.9 Conduct workplace approvals for the employer sites to place learners.

### **3. Coordinate Apprenticeship Priorities in the Transport Sector**

- 3.1 Consolidation of SWOT and PESTEL analysis for Apprenticeship requirements.
- 3.2 Provide coordinated input into TETA's Sector Skills Plan through analysis of Chamber identified Apprenticeship scarce and critical skills priorities.

### **4. Management of Apprentice Administration Systems**

- 4.1 Ensure Apprentice agreements are registered.
  - 4.2 Ensure Apprentice Information captured on TETA system (LMS).
  - 4.3 Ensure the availability of Apprentice information and records.
  - 4.4 Evaluation and approval of Trade Test applications.
  - 4.5 Manage and report on printing of trade test certificates and investigate any related queries on outstanding certificates.
  - 4.6 Prepare statistic on all apprentice related activities and reports as required.
  - 4.7 Coordinate and serve as secretariat to TETA's Technical Admin Committee Meetings.
  - 4.8 Investigate applications, the circumstances and make recommendations relating to termination of apprenticeship in accordance with the Skills Development Act.
  - 4.9 Investigate and make recommendations on resolving all training related conflicts that arise between the Employers, Training Providers, Testing Officials and Apprentices.
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## **5. Reporting**

- 5.1 Prepare and submit monthly, quarterly and annual reports to ETQA Manager on implementation and monitoring of apprenticeships in line with TETA's reporting requirements.
- 5.2 Coordinate reporting on Apprentice related discretionary grant contracts in consultation with respective Chambers.
- 5.3 Prepare reports for approval by ETQA Manager for dissemination to respective Chamber.


## **6. Auditing of Apprentice Training**

- 6.1 Conduct audits on assessment and moderation of criterion tests, phase tests and trade test application processes to ensure consistency and credibility of methods and instruments.
- 6.2 Conduct regular audits on Assessors, Moderators, Trade Test Officials, Training Providers and Trade Test centres.

## **7. Audit and Risk**

- 7.1 Prepare for Internal and External audits and submit evidence within agreed timeframes (Proof of evidence submitted).
- 7.2 Ensure no repeat findings in the AG Management Report and implement corrective action of existing findings.

## **8. Capacity Development**

- 8.1 Identify and research issues affecting the apprenticeship systems and make recommendations on how the systems can be improved (continuous development).
  - 8.2 Evaluate the effectiveness of training programs, using surveys, questionnaires, interviews and observation, in order to plan future courses or to amend existing ones.
  - 8.3 Provide input and guidance on the transformation of apprenticeships into learnerships.
  - 8.4 Monitor trends in PESTEL factors impacting on Apprenticeships.
  - 8.5 Build capacity amongst TETA staff, stakeholders, SDF's and providers on Apprentice related matters.
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## 9. Management Responsibility

- 9.1 Identify and agree on team and individual goals (Signed Performance Agreements).
- 9.2 Manage, monitor and check on performance assessments and review implementation.
- 9.3 Manage self and staff time, attendance and leave according to the Leave Policy.
- 9.4 Manage, monitor and check on personal development plans submission, approval and implementation.
- 9.5 Ensure Job profiles are updated and signed annually.
- 9.6 Coach and mentor subordinates and interns, where required.


## MINIMUM REQUIREMENTS

### 1. Experience and Qualification

- Qualified Artisan in a technical or maintenance discipline.
- Artisan qualification in the TETA related trade will be an added advantage.
- Assessor and Moderator competence as well as registration with NAMB.
- Minimum of at least 5 years' experience in an Apprentice training for a trade in a technical or maintenance environment with specific focus at a training centre/institution.
- 3 years' experience of which should be with apprentice training as a trainer/assessor/ moderator/trade test officer.
- Training administration experience with exposure to ETD/SETA environment.
- Experience in a SETA or with transport related trades will be added advantage.
- Experience in Quality Management Systems.
- Working experience in learning programmes development and management.
- Have at least code 8 driver's license and willing to travel.
- Own transport/vehicle is essential.
- Be prepared to work overtime.

### 2. Knowledge and Skills

#### 2.1 Knowledge and Understanding of:

- Standard office procedures.
  - Working independently and in a team.
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- Strategic thinker with sound judgement who can pay attention to detail.
- The SETA environment.
- National Skills Development Policy and strategy.
- The relevant legislation, applicable regulations, government plans/strategies and quality assurance policies - Skills Development Act, Skills Development Levies Act, National Qualifications Framework, South African Qualification Framework, Public Finance Management Act, Protection of Personal Information Act; Manpower Act, Trade Test Regulations, Workplace based agreement regulations, National Skills Development Plan, Centres of Specialisation implementation strategy; National Artisan Moderation Body Policies, National Artisan Development Support Centre (NADSC), as well as Quality Council form Trades and Occupations Policies.

## 2.2 Skills

- Analytical, problem solving and critical thinking skills.
- Consultation and facilitating skills.
- Planning, organising, monitoring and reporting skills.
- Presentation, communication and writing and administrative Skills.
- Ability to look up for information, cross-refer to contracts and identify supporting documentation submitted or outstanding.
- Project Management skills.
- Effective cross functional communicator with planning and organisational skills.
- Passion to help improve operations continuously.
- Computer skills including MS Word, MS Excel, MS Outlook, MS Power Point.

**Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter clearly indicating the name of the position to [recruitment@teta.org.za](mailto:recruitment@teta.org.za). All applicants will be considered in terms of TETA Employment Equity Plan, preference to Persons Living with Disability. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Friday, 15 October 2021.**

Should you not hear from us within 21 days of the closing date, kindly consider your application unsuccessful.