



TRANSPORT SETA GUIDE FOR THE IMPLEMENTATION OF WORKPLACE BASED LEARNING PROGRAMME AGREEMENT REGULATIONS

The Department of Higher Education and Training promulgated the SETA workplace-based learning programme agreement regulations in 2018. The regulations came into effect on Monday, 1 April 2019, the TETA therefore wishes to inform you of changes to be considered and provide guidelines for stakeholders implementing workplace-based, learning programmes.

The definition of learning programmes has been expanded upon to include the following;

Revised Terminology

	Interventions	Definitions	Old Terminology
1.	Apprenticeship	Means a period of workplace based learning culminating in an occupational qualification for a listed trade.	Apprenticeship
2.	Learnerships	Means a period of workplace-based learning culminating in an occupational qualification or part qualification.	Learnerships
3.	Internship for the "N" Diploma	A period of workplace-based learning undertaken as part of the requirement for the "N" Diploma.	TVET WIL
4.	Student internship: Category A	A period of workplace-based learning undertaken as part of the requirement for the Diploma, National Diploma, Higher certificate or Advanced Certificate as a vocational qualification stipulated in the Higher Education Qualifications Sub-Framework (HEQSF)	HEI WIL
5.	Student internship: Category B	A period of workplace-based learning undertaken as part of the requirement for a professional qualification.	-
6.	Student internship: Category C	A period of workplace-based learning undertaken as part of the requirement for the Occupational Qualifications of the Quality Council for Trades and Occupations (QCTO).	Occupational Qualifications
7.	Student Internship	A period of workplace-based learning for a person who is enrolled at an education and training institution for a SAQA registered qualification and may include vacation work.	-
8.	Graduate Internship	A period of workplace-based learning for the purpose of allowing a person who has completed a post-school qualification to gain workplace experience or even exposure to enhance competence and/or employability.	Internship
9.	Candidacy	A period of workplace-based learning undertaken by a graduate as part of the requirement for registration as a professional in the required professional designation as stipulated by a professional body	Candidacy



Completing the Workplace Based Learning Programmes Agreement

1. All employers or providers are required to:
 - a. Capture the learner details on the Learner Management System (LMS)
 - b. Upload/submit a completed and signed agreement together with supporting documentation to the TETA within 30 working days from the date on which the learner signed the agreement.
2. Should the submission of the original completed agreement not be submitted within the turnaround time, the application will be declined;
3. The Learnership Agreement is no longer in use, it has been replaced by the Workplace Based Learning Programme Agreement (WBLPA), [click here](#) to download the WBLPA.
4. All fields on the WBLPA Agreement must be completed. Fields that are not applicable for the programme or qualification should be populated with "N/A", see example of completed section 6 below;

6. Workplace Based Learning Programme Selection:

Workplace Based Learning Programme Type	Place an X next to ONLY ONE Type
1. Apprenticeship	
2. Learnership	X
3. Internship for the "N" Diploma	
4. Candidacy	
5. Student internship: Category A	
6. Student internship: Category B	
7. Student Internship: Category C	
8. Student Internship	
9. Graduate Internship	



10. SETA responsible for agreement	TETA
11. Qualification or part qualification title associated with agreement if applicable	National Certificate in Freight Handling
12. Qualification or part qualification SAQA ID number associated with agreement if applicable	26Q260044351283
13. Curriculum registration number associated with the agreement	N/A
14. QCTO appointed Assessment Quality Partner (AQP) associated with the workplace-based agreement	N/A
15. Agreement start date (date SETA registers the agreement)	31 January 2022
16. Agreement end date (subject to number of credits of qualification or part qualification or duration of curriculum)	30 January 2023
17. Designation registered with SAQA if applicable	N/A

5. Parents or Guardians of minors (learners below the age of 18) must complete Section 2 of the WBLPA.
6. The agreement must be duly signed by all parties to the agreement. A witness for each signatory of the agreement is also required.
7. Information on the attached documents must be legible (clear) with picture on Identity Documents clear (not blurred).
8. Ensure that learner details on the agreement are the same as in the attached documents (ID, Qualification, Confirmation/Proof of Employment). Where these differ, for example different surnames - proof of name change or a marriage certificate must be attached.