



Transport Education Training Authority

Driven by Vision

## TRANSPORT EDUCATION AND TRAINING AUTHORITY (TETA)

### Guidelines on Training Committee Meetings

#### Legal Basis

##### 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.”**

##### 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.

##### Training committees (TETA’s Perspective)

All companies are encouraged to set up training committees to discuss, review and monitor performance against the Annual Training Report / Workplace Skills Plan /PIVOTAL plan submitted to TETA;

- Training committees are to endorse the submission made to TETA
- This will be evidenced by training committee minutes, signed by the representatives as per the ATR/WSP authorization page.
- Training committee are to review performance against submission during the year at least once during the period.

##### 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:

- Minutes must be on the company letterhead
- Minutes must be approved – signed and dated. Where it is not possible to approve before the submission of the WSP, the signed attendance register of the attendees must accompany the minutes

- The minutes must indicate that the submission made to the SETA was discussed and approved.
- The minutes must indicate the discussion about the implementation of the training plan

Small companies (employing 49 or less employees) are exempted from the above requirement however; they can have training committees should they wish.

### **Annexure – Guidelines to conducting the training committee meeting during COVID-19.**

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;
- Skype, Zoom; 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 has been incorporated. Based on the email approvals of the members the secretary prepare documentation indicating the approval of the Round Robin.

#### **2. Voice Teleconference**

Training Committee Member are provided with the WSP and ATR before the teleconference. Member are invited to call-in before the conference start and all calls are merged. The Chairperson conduct the meeting and the secretary record the discussions. WSP/ATR may be approved during the conference call. Minutes are prepared based on the call. The minutes will be circulated to the Members and once approved it may be signed electronically by the chairperson and the secretary.

#### **3. Skype, Zoom, etc.**

Skype and Zoom are applications that are used for video conferencing. The Chairperson will conduct the meeting via Skype or Zoom while the secretary record the discussions. Committee member provide input into the WSP and ATR. The minutes are prepared based on the discussions. The draft minutes are circulated and approved via emails. 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.