



LGSETA
ASSOCIATED INSTITUTES

LGSETA Workplace and /or Site Approvals Guidelines

LOCAL GOVERNMENT SECTOR EDUCATION AND TRAINING AUTHORITY

WORKPLACE/SITE APPROVAL GUIDELINES

1. Glossary of Abbreviations and Definitions

1.1 Abbreviations

| Abbreviation | Description |
|--------------|---|
| CEO | Chief Executive Officer |
| LGSETA | Local Government Sector Education Authority |
| NQF | National Qualifications Framework |
| LMS | Learner Management System |
| QCTO | Quality Council of Trades and Occupations |
| SDA | Skills Development Act |
| SDP | Skills Development Provider |
| OQSF | Occupational Qualifications Sub-Framework |
| DHET | Department of Higher Education and |
| RPL | Recognition of Prior Learning |
| POE | Portfolio of Evidence |
| CEP | Community of Expert |

1.2 Definitions

| Term | Definition |
|-------------------------------------|---|
| Assessment | The process of collecting evidence of learner's work to measure and make judgements about the competence or non-competence of specified National Qualifications Framework (NQF) occupational standards or qualifications and part qualifications. |
| Range of artisan workplace approval | Various forms of electronic learning where technology is used to deliver part, or all of a course whether it is within a school or in a distance learning environment. |
| Scope of artisan workplace approval | The process managed by the relevant AQP for externally checking moderation processes and confirming or overturning moderation findings. |



| Term | Definition |
|------------------------------------|---|
| Mentor | The process managed by the AQP which ensures that the assessment of the learning outcomes described in the NQF occupational standards, qualifications and part qualifications is fair, valid, reliable and unbiased. |
| Employer | Means the employer party to an agreement or a group of such employers |
| Learner | Means the learner party to an agreement as contemplated in the agreement |
| Provider | Means the skills development provider party to an agreement or group of such providers |
| Agreement | Means a work based learning programme agreement |
| Occupational Qualification | A qualification associated with a trade, occupation or profession, resulting from work-based learning, developed and quality assured under the auspices of the LGSETA and consisting of the knowledge, practical skills and work experience standards and requires a final Integrated Summative Assessment. |
| Workplace | Means a fixed location where the learners, can apply both skills and knowledge in an integrated manner to produce, maintain or deliver a service or product for an organisation |
| Work Site | Means a movable or temporary location where the learner applied both skills and knowledge in an integrated manner to produce, maintain or deliver a service or product for an organisation. |
| Subject matter expert | Means a person who has successfully passed a trade in the specific trade/or has completed his/her full qualification or apprentices under the previous dispensation by the effluxion of time and has minimum three years of relevant experience. |
| Verifiable record of service | Means a satisfactory employment record where the employer can be contacted as reference and or an affidavit confirming service where the previous employer no longer operated, and or letters from clients where the mentor was previously self-employed. |
| Workplace based learning programme | Means an intervention an educational component of an occupational qualification that provides students with real life work experiences where they can apply academic and technical skills and increase the prospect of employability. |

2. Purpose

This document provides generic guidelines on good practice for workplace or site approval. The guidelines are useful to employers, Skills Development Providers accredited and learners during the Covid -19 pandemic.

The LGSETA is mandated by the QCTO to ensure the setting of standards for teaching and learning that takes place for all qualifications on the QQSF includes the setting of standards for workplace or site approval.

The workplace approvals provide that a learning programme includes, an apprenticeship, learnership, a skill programme and any other occupational qualification as well as prescribed learning programme, includes a structured work experience component.

SETA is required to in accordance with any requirements that may be prescribed to establish and promote learning programmes, assist in conclusion of agreements for learning programmes to the extent that is required.

The key focus of LGSETA must be to address the scarce and critical skills through programmes that are designed to address such skills needs and which include work based learning.

3. Legislative and Regulatory Framework

This policy is informed by the following legislative documents and policies:

- 3.1 National Qualifications Framework Act, 67 of 2008 (NQF);
- 3.2 Skills Development Act, 97 of 1998) (SDA);
- 3.3 Section 29(3) of the Constitution of the Republic of South Africa, Act 108 of 1996;
- 3.4 LGSETA quality standards for qualifications and unit standards registered on the NQF.
- 3.5 Education and Training Quality Assurance Bodies Regulations No. R1127 of 1998.
- 3.6 National standardised Workplace and /or site Approval Criteria and Guideline.
- 3.7 Protection of Personal Information Act (Act No. 67 of 2008)
- 3.8 Intellectual Property Act (Act No. 38 of 1997)

4. Guidelines for Workplace/Site Approval

4.1 The employer may apply to ETQA for workplace/site approval during Covid - 19 Pandemic

4.2 The application form will be available on request at any LGSETA ETQA provincial offices.

4.3 The Employer must complete the form and submit all the required documents as per application form to the LGSETA ETQA quality assurer for evaluation,

4.4 The potential workplace/site applicant will complete the form and submit with the addendum, declaring that if they opt for remote desktop approval process, they will ensure the confidentiality clause is signed by both the LGSETA evaluator and workplace/site representative to protect both parties in terms of the misuse of information provided during the desktop evaluation.

4.5 The turnaround time for the approval of workplaces/sites will be 10 working days.

4.6 The LGSETA Quality Assurer will be responsible for the evaluation of the desktop/remote workplace/site approval applications for all legacy and occupational qualifications.

4.7 For all the apprenticeship, LGSETA appointed CEP will conduct workplace/site evaluations, because of the technicalities involved in those trades, evaluations will be conducted subject to when the COVID-19 restrictions are lifted in terms of travelling and site visits

4.8 Potential workplace/site applicant will be required to provide the photographic or video evidence of the workplace/site workshops not limited to resources machinery and equipment in line with their scope coverage as stipulated in their matrix related to the intervention they are applying for,

4.8 This will lead to the workplace attaining a provisional workplace approval for a period of 1 year.

4.9 LGSETA will issue a decision number of the workplace/site evaluated and approved, the letter with a decision number will be sent to the workplace/site Administrator responsible for workplace/site administration electronically.

4.10 When COVID -19 restrictions are lifted in terms of travelling and site visits, a follow up visit will be initiated where the site will be visited by the LGSETA evaluator/quality assurer, who conducted the desktop/remote approval to physical verify the evidence evaluated. If all is in order the workplace can be further awarded with a **full workplace/site approval status**,

4.11 The potential workplace/site applicant, will then complete the addendum, which will be attached to the application form.

4.12 Lockdown regulations regarding the wearing of safety masks and other appropriate personal protective equipment (PPE) must be observed and enforced at all times in the workplace/site environment.

4.13 Employer must provide PPE and ensure safety of learners contracted for work based structured learning programmes, as they have signed an employment contract which is guided by the Basic Conditions of Employment Act (BCEA), which requires that the learners are treated similar to other employees.

4.14 **Physical site approvals:** will be subject to the lifting of the COVID-19 restrictions are lifted in terms of travelling, the LGSETA ETQA CEP will conduct workplace evaluations as per current process, where the potential workplace/site will be visited by the LGSETA evaluator/Quality Assurer to physical check the workplace/site in terms of the scope coverage as stipulated in the resource matrix related to the intervention they are applying for and compliance thereof.

4.1 The appointed LGSETA CEP's must first undergo a safety orientation, before they can go to the workplace or sites when it is required to do so

4.15 All workplaces/sites whose approvals expires in 2020 will be automatically extended to 31st March 2021. An official letter to this effect will need to be issued directly to these affected workplaces.

4.16 Potential Workplaces will need to declare their compliance status to COVID-19 requirements in terms of hosting learners and or LGSETA evaluator/Quality Assurer on site. This disclaimer must be submitted with the application form and all other documents that will be requested.



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4,16 Strict adherences to COVID-19 regulations is advised when learners are doing work-based learning.

