INDICATOR PROTOCOL REFERENCE SHEETS

Indicator 1	
Name of Indicator: Number of programmes funded through grants to develop and address middle level skills within the reporting period	
DESCRIPTION	
Precise Definition: Programmes will be defined to mean strategies and combination of activities to meet identified needs. Middle level skills are those above routine skills but below professional skills. This includes, but is not limited to Pharmacist assistants, Medical assistants, and Auxiliary Social Workers etc.	
Unit of measure: Number	
Disaggregated by: 1) Sector 2) Type of programme 3) Number and profile of beneficiaries 4) Type of skill being developed	
Direction of change: Higher=Better, 100%=Best	
Justification and Management Utility: Mid-level workers especially in the health sector need to be trained and registered with relevant statutory bodies to alleviate the shortage of professionals. Partnerships between employers, statutory bodies, and the HWSETA as a possible funding agency need to be nurtured and these critical worker programmes developed and training initiated. HWSETA thus needs to keep track of trends of skills development for this cadre in order to provide evidence for policy makers.	
CONTRIBUTOR TO KRA : Middle level skills needs identified and strategies put in place to address them and learners supported	
Linked to NSDS III Outcome 4.2.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officer will work together with the implementing divisions to determine the programmes put in place to address the middle level skills needs.	
Data Source: SMS and Learnership	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Provision made in the administration budget	
Responsible Individual: Qualification Development Manager and M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): The data is valid, reliable, and precise as it is mainly driven within HWSETA in collaboration with other organisations working with programmes development. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: The M&E Officers will develop standardised data collection tools to ensure consistency and reliability of information gathered. Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.8	

Indicator 2	
Name of Indicator: Number of employers evaluated and participating in work-based training within the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of employers (all organisations working with HWSETA to implement skills development programmes) who are implementing employee development programmes. This includes private and public entities. Evaluation and participation means workplace has been validated and the learners allocated as per the approval schedule and the Memorandum of Agreement signed	
Unit of measure: Number	
Disaggregated by: 1) Sector 2) BEE Status 3)Province 4)Levy Exempt 5) Levy Paying 6) Size of organisation 7) Approved WSPs 8) Employers funded through discretionary funds	
Direction of change: Higher=Better, 100% = Best	
Justification and Management Utility: For South Africa to meet its human resources needs, more and more employers need to participate in workplace-based training to develop their employees' skills as well as transferring skills to the unemployed to meet the demand for qualified human resource skills needs of the nation	
CONTRIBUTOR TO KRA : Improved productivity and economic growth through employee development programmes	
Linked to NSDS III Outcome 4.2.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officer will work together with the SDP to obtain a list of employers supported by HWSETA to initiate and implement work-based training programmes.	
Data Source: HWSETA SDP	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Provision made in the administration budget	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): The data is valid, reliable, and precise as it is mainly driven within HWSETA and financial records of support are available to validate the figures. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: The M&E Officers will develop standardised data collection tools to ensure consistency and reliability of information gathered. Working with the Technical Lead persons and the financial office, M&E Officers will ensure the verification and cross tabulation before it is collated for reporting purposes.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Tables, Aggregations, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.7	

Indicator 3	
Name of Indicator: Number of employed and unemployed learners registered in learnership training programmes and funded by the HWSETA in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of learners enrolled in learnership training programmes funded by the HWSETA. This indicator includes employed and unemployed learners. Registered means learner, employer and training provider details captured in the Seta Management System. Funded refers to issuing of funding approval letter and signing of Memorandum of Agreement and where applicable release of tranche payments as per the Memorandum of Agreement. Funded refers to issuing of funding approval letter and signing of Memorandum of Agreement and where applicable release of tranche payments as per the Memorandum of Agreement.	
Unit of measure: Number	
Disaggregated by: 1) Province 2) Type of Training 3) Type of Grant 4) Sector 5) Funded 6) Tax rebate 7) Socio-economic status 8) Disability	
Direction of change: Higher=Better, 100%= Best	
Justification and Management Utility: A Learnership is a vocational education and training programme. It combines theory and practice culminating in a qualification that is registered with the South African Qualifications Authority. A person who successfully completes a Learnership will have a qualification that signifies occupational competence and is recognised throughout the country. To develop a skilled workforce, South Africa needs to build on learnerships as they equip employees with relevant skills to their trade.	
CONTRIBUTOR TO KRA : Work-ready learners graduate in identified skills development programmes	
Linked to NSDS III Outcome 4.2.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officer will work together with training institutions to gather information on the number and details of learners undergoing training with HWSETA support.	
Data Source: Training Institutions	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data inconsistency might be experienced due to the fact that some institutions will have established management information systems in place. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: The M&E Officers will develop standardised data collection tools to ensure consistency and reliability of information gathered. Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another. M&E Officers will also work with institutions to ensure that the data collected using different reporting templates meets standards as provided by this MERP.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.7	

Indicator 4	
Name of Indicator: Number of employed and unemployed apprentice funded and enrolled to become artisans through HWSETA funding in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of artisans trained with HWSETA funding. (The artisan is a technically skilled person. Whilst he/she will mainly do manual work, these skills require a fairly high degree of scientific and engineering knowledge and a considerable amount of experience in the electrical trade).The tasks of the artisan in the workplace could entail: installation, maintenance, repairs, and servicing and operating of, for example, control systems, generators, transformers, power lines, etc .Funded refers to issuing of funding approval letter and signing of Memorandum of Agreement and where applicable release of tranche payments as per the Memorandum of Agreement. Enrolled refers to registration with both the training institution and HWSETA Seta Management System This is a denominator to indicator 5	
Unit of measure: Number	
Disaggregated by: 1) BEE Status 2) Province 3) Type of Training 4) BEE Status 5) Sector 6) Gender 7) Disability	
Direction of change: Higher=Better	
Justification and Management Utility: Government skills development programmes since 1994 have identified skilled artisans and vocational skills as critical for sustained growth. In a period of growth, it is evident that the South African labour market lacks sufficient skilled artisans. The short supply of well qualified, competent, and experienced artisans is frequently highlighted in the media with comments from government, employers and unions. This situation impacts negatively on HWSETA's goal and ultimately that of government in employment creation.	
CONTRIBUTOR TO KRA : Work-ready learners graduate in identified skills development programmes	
Linked to NSDS III Outcome 4.2.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officer will work together with training institutions to gather information on the number and details of learners undergoing training with HWSETA funding.	
Data Source: Training Institutions	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data inconsistency might be experienced due to the fact that some institutions will have established management information systems in place. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: The M&E Officers will develop standardised data collection tools to ensure consistency and reliability of information gathered. Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another. M&E Officers will also work with institutions to ensure that the data collected using different reporting templates meets standards as provided by this MERP.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 5	
Name of Indicator: Percentage of qualified artisans and unemployed learners previously funded by the HWSETA finding employment in the reporting period	
DESCRIPTION	
Precise Definition: This is an enumerator indicator to indicator 4 and 1 for unemployed learners. It measures the number of artisans and unemployed learners, after going through training, who obtains employment. It seeks to establish the needs for artisans and other critical skills in South Africa based on the principle of supply and demand. A qualified artisan is a person who has been awarded a certificate of competency. The ILO defines 'decent work' as productive work which generates an adequate income, in which workers' rights are protected, and where there is adequate social protection providing opportunities for men and women to obtain productive work in conditions of freedom, equality, security, and human dignity[1]. This indicator also measures the number of months an unemployed learner takes to obtain a decent job. Obtaining employment will be measured from the day an employment offer is made.	
Unit of measure: Number	
Disaggregated by: 1) Race 2) Province 3) Type of Training 4) Turnaround time to find employment 5) Sector 6) Gender 7) Disability	
Direction of change: 80%=Better, 100%= Best ; Employment within 3 months of completion of training =Better; Employment immediately after training = Best	
Justification and Management Utility: The shortage of artisans exists in the midst of expansion in the enrolment of learners studying engineering in technical colleges. According to Patel (2007), a total of 280 000 learners graduated in engineering studies in 2000 but only 34% found jobs in industry[2]. The reason given for the paradox is that these learners are not employer-sponsored and that FET courses are not aligned to industry requirements. In light of such situations, HWSETA will proactively seek to establish the number of artisans finding employment. Statistics show that there is a shortage of skilled workers in South Africa and at the same time, graduating unemployed learners take a long time to obtain employment. This misnomer has been attributed to many factors including the fact that most qualifications/learnerships are in non-technical fields and until recently, have tended to be focused at many lower skills levels than those that would be required in the market. Tracking the time taken by unemployed learners to find employment will help focus efforts on establishing the reasons for delayed employment and strategies to rectify the situation.	
CONTRIBUTOR TO KRA : Work-ready learners graduate in identified skills development programmes	
Linked to NSDS III Outcome 4.2.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative and Qualitative	
Method of data acquisition by HWSETA: The M&E Officer will employ tracer studies to establish the employment status of qualified artisans and unemployed learners.	
Data Source: Database from SDP and ETQA Divisions and Tracer Studies	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Provisions made in the administration budget.	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Difficulties in tracing some of the qualified artisans as they may change contact details. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: To the extent possible, without breaching professional ethics, M&E Officers will work with Government agencies and private employment agencies to establish the employment status of trained artisans. Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another. Permission for tracing participants in various databases will be sought. The project implementers will need to amend the agreements to enable the HWSETA to trace participants in a variety of databases.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets: To be collected at project initiation	
Other Notes:	
WEIGHT	
0.2	

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[1] http://pstalker.com/ilo/d-decent.html
[2] http://www.labour.gov.za/downloads/documents/research-documents/Artisans%20trades_DoL_Report.pdf

Indicator 6	
Name of Indicator: Number of students funded through bursaries for training in higher education institutions in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of learners who graduate in courses listed as scarce skills. **Scarce Skills** refers to those _occupations_ in which there is a scarcity of qualified and experienced people, currently or anticipated in the future, either because (a) such skilled people are not available or (b) they are available but do not meet employment criteria. Funded refers to issuing of funding approval letter and signing of Memorandum of Agreement and where applicable release of tranche payments as per the Memorandum of Agreement	
Unit of measure: number	
Disaggregated by: 1) Race 2) Province 3) Institution 4) Course Type 5) Sector 6) Gender 7) Disability 8) Scarce skill addressed	
Direction of change: 80 % graduate in scarce skills = Better ; 100% graduate in scarce skills = Best	
Justification and Management Utility: Anecdotal evidence suggests that most figures highlighted in the media and government reports are doubted on methodological grounds as claims on shortage of skilled workers and the numbers given are not based on empirical evidence. HWSETA is required to identify scarce and critical skills in the research, development, and submission of its Sector Skills Plan (SSP) and also to identify opportunities to collaborate with learning institutions to ensure a good supply of graduates in those areas identified as in need.	
CONTRIBUTOR TO KRA : Work-ready learners graduate in identified skills development programmes	
Linked to NSDS III Outcome 4.2.3	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officer will work with HEI to establish the number of learners graduating in identified courses.	
Data Source: HEI, Hemis, Success stories, and Case studies undertaken.	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Provision made in the administration budget	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): The data is precise, reliable, and valid because it is derived from independent institutions like Universities. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.3	

Indicator 7	
Name of Indicator: Number of unemployed FET college students enrolled for work-experience and experiential learning programmes funded by the HWSETA in the reporting period	
DESCRIPTION	
Precise Definition: Experiential learning refers to a spectrum of meanings, practices, and ideologies which emerge out of the work and commitments of policy makers, educators, trainers, change agents, and 'ordinary' people all over the world. This indicator seeks to collect data on a number of learners who are practicing the theory learnt in class or at an organisation to which they are attached as a partial fulfilment of the requirements of their course. Enrolled refers to registration with both the training institution and HWSETA Seta Management System Workplace experience and experiential learning refers a course, or a portion of a course, requiring students to participate in a supervised workplace experiential learning, directed field study, internship, cooperative, or cooperative work term course that is related to their program of study or training. It is also viewed as having four basic elements of learning in the workplace: experience, practice, conversations and reflection where at least ■ 70% of workplace learning is through on-job experiences and practice ■ 20% of workplace learning is through others (coaching, feedback and personal networks) ■ 10% of workplace learning is through formal off-job training (Jennings, C: 2009)	
Unit of measure: 100 %	
Disaggregated by: 1) Race 2) Disability 3) Gender 4) Sector 5) Province	
Direction of change: The higher the number of learners on work-experience or experiential learning the better the chances of their finding employment	
Justification and Management Utility: The aim of most work experience is to help learners prepare for the transition from colleges to work. There are a number of benefits to be drawn from work experience. These include but are not limited to: gaining a greater understanding of the world of work and how businesses operate and understanding more about the skills needed for different jobs in order to make a more informed decision about a choice of career for learners. For employers, it is more about obtaining employees who have a better appreciation of the world of work and how basic things work without needing training.	
CONTRIBUTOR TO KRA : Work-ready learners graduate in identified skills development programmes	
Linked to NSDS III Outcome 4.2.3	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officer will work with both training and employing institutions to ascertain the position and status of learners.	
Data Source: Employment companies and Training Institutions	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Some institutions and companies will already have their data management systems which might be different from those developed and used by HWSETA to collect data. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: The HWSETA M&E Officers will try to ensure compatibility of institutional data collection tools where possible if they cannot work with tools already in place. Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 8	
Name of Indicator: Number of employed and unemployed learners registered in skills programmes funded by HWSETA in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures learners on skills programmes or projects developed to benefit employed workers and unemployed by developing their work skills. HWSETA will only count when programmes are being implemented. Unemployed and employed workers undergoing training on skills programmes will be counted when an employer selects and registers them with the HWSETA in order to improve their skills. Skills programmes are defined as per SAQA definition and include short courses for the employed workers	
Unit of measure: Number	
Disaggregated by: 1) Sector 2) Number of programmes 3) Race 4) Disability 5) Province 6) Type of course/ training	
Direction of change: Higher=Better	
Justification and Management Utility: In order to improve productivity and retain most skilled workforce, employers need to invest in training and re-training of their employees. This has proved, in many contexts, to be highly motivational for employees. Improving employee skills ensures that employees gain more confidence in their work, develop a sense of belonging, and start identifying with the organisation. That scenario guarantees the organisation a good return on investment and also boosts economic growth through increased production capacity.	
CONTRIBUTOR TO KRA : Improved productivity and economic growth through employee development programmes	
Linked to NSDS III Outcome 4.5.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative and Qualitative	
Method of data acquisition by HWSETA: The M&E Officer will work with employers to record the projects in place for worker skills development.	
Data Source: Employment companies and Training Institutions, success stories, the before and after case studies	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Some institutions and companies will already have their data management systems different to those developed and used by HWSETA to collect data. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: The HWSETA M&E Officers will try to ensure compatibility of institutional data collection tools where possible if they cannot work with tools already in place. Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 9	
Name of Indicator: Number of cooperatives in the health and social development sector whose skills needs are funded by the HWSETA in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of co-operatives whose skills development needs are assessed for the purposes of closing the gaps. It also measures the number of co-operatives linked with trainings programmes meant to benefit their members for its development and growth. Lastly this indicator measures the number of projects supported by the NSF for the benefit of the co-operatives and small businesses. The National Skills Framework provides the basis for high quality, flexible, nationally consistent vocational education and training which meets industry needs and which employers can trust. Co-operatives are defined as an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly owned and democratically controlled enterprise. Co-operatives are those organizations established in terms of the co-operatives Act, 2005 (Act 14 of 2005). Funding in respect of these organizations includes start-up funding and skills development funding linked to worker initiated training.	
Unit of measure: Number determined by sector priorities identified based on their training needs	
Disaggregated by: 1) Emergent 2) Established 3) BEE status 4) Province 5) Sector 6) Type of training programme 7) Sector 8) Number of learners supported	
Direction of change: The higher the number of co-operatives the better. HWSETA has a mandate to facilitate delivery of specific sector skills needs aligned with sector needs to meet labour market demand and supply for both sectors	
Justification and Management Utility: Traditionally, people have always learnt to work and live together. Co-operatives have been one way people, especially women, have learnt to do projects collectively. These co-operatives, however, lack many of the resources necessary for their growth and development. In order to assist them, research into what they need is necessary before any support interventions can be implemented. While this indicator presumes a lack of training as one of the impediments to growth by co-operatives, more analysis of them needs to be carried out. With more training on a plethora of issues including marketing, sales, operations, strategy, and finance co-operatives stand a better chance to grow and create employment.	
CONTRIBUTOR TO KRA : Expand training and development support to co-operatives and small businesses	
Linked to NSDS III Outcome 4.6.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative & Qualitative	
Method of data acquisition by HWSETA: HWSETA will keep records of all co-operatives assessed and whose needs are identified. This will be documented in a final report compiled with recommendations on mitigating strategies.	
Data Source: HWSETA WSPIR forums and Information from SDP	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of assessors by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data will be reliable, valid, and precise as it is derived from within HWSETA .Limited risks to data quality as data will be collected within HWSETA with evidence of reports. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.3	

Indicator 10	
Name of Indicator: Number of small and emerging businesses funded through HWSETA skills development funds in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of small and emerging businesses that have undergone skills needs inventory for the purposes of expanding developmental support. The indicator also measures the number of projects identified and designed to help small and emerging businesses to develop and grow. A small or emerging business is a business that is privately owned and operated, with a small number of employees and relatively low volume of sales. Small businesses are normally privately owned corporations, partnerships, or sole proprietorships. Funded refers to issuing of funding approval letter and signing of Memorandum of Agreement and where applicable release of tranche payments as per the Memorandum of Agreement.	
Unit of measure: Number	
Disaggregated by: 1) Sector 2) size of business 3) BEE Status 4) Province 5) Type of training programme 6) Type of funding received	
Direction of change: The more emerging businesses identified with skills needs the better the chances of support and sustainability.	
Justification and Management Utility: Identifying skills needs of small and emerging businesses is vital in the sense that their needs are recognised when they are still growing and their strengths and weaknesses noted for better and focused interventions.	
CONTRIBUTOR TO KRA : Expand training and development support to co-operatives and small businesses	
Linked to NSDS III Outcome 4.6.2	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative Qualitative	
Method of data acquisition by HWSETA: HWSETA will keep records of all small businesses assessed and whose needs are identified. This will be documented in a final report compiled with recommendations on development strategies.	
Data Source: HWSETA	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data will be reliable, valid, and precise as it is derived from within HWSETA. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 11	
Name of Indicator: Number of participants in skills development projects funded by the HWSETA to support NGOs, CBOs, and trade unions in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of skills development projects meant to benefit NGOs, CBOs, and Trade Unions. The scope will be limited by the number of users who can access the projects, the people affected, the partners involved, or other restrictions as appropriate. Pilot projects could be initiated in new areas whose purpose is to test whether the projects are working as they were designed.	
Unit of measure: Number	
Disaggregated by: 1) Project Type 2) Type of Organisation 3) Province 4) Sector 5) Type of training programme	
Direction of change: The higher the number of pilot projects established, the better the impact reported on with plenty of evidence for future lessons to be reserved in HWSETA archives.	
Justification and Management Utility: Realising the work that needs to be done on the ground to reduce unemployment, poverty, and increase access to service by the majority, government and its agencies need to engage and enlist the help of other agencies like NGOs, CBOs, and Trade Unions to meet developmental goals.	
CONTRIBUTOR TO KRA 1.5 : Support to workers, NGOs, and community-based programmes expanded	
Linked to NSDS III Outcome 4.6.3	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative and Qualitative	
Method of data acquisition by HWSETA: The M&E Officers will work closely with the SDP division lead person to collect data on the number of pilot projects established for such institutions.	
Data Source: HWSETA	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data will be reliable, valid, and precise as it is derived from within HWSETA. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Illustrative Charts, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 12
Name of Indicator: Number of applied research reports completed and confirmed by stakeholders that inform planning and impact of training assessed in the reporting period
DESCRIPTION
Precise Definition: A research activity is defined as any perusal of materials related to skills development and HWSETA, such as desk review, surveys, etc. Applied research is a form of <u>systematic inquiry</u> involving the practical application of <u>science</u>. It accesses and uses some part of the research communities' (the <u>academia</u>'s) accumulated theories, knowledge, methods, and techniques, for a specific, often <u>state-</u>, <u>business-</u>, or <u>client-driven</u> purpose. Applied research is compared to <u>pure research</u> (basic research) in discussion about research ideals, methodologies, programs, and projects. Evaluation of training includes research reports on areas such as dropout rate and analysis and impact analysis.
Unit of measure: Number determined by the sample size
Disaggregated by: 1) Research area 2) Sector 3) Gender 4) Province 5) Disability
Direction of change: The higher the number of applied research projects undertaken by HWSETA the more information will be received from the sectors and this will contribute to better planning
Justification and Management Utility: This indicator measures the output efforts of HWSETA. It focuses on tracking research efforts that are meant to inform policies and decisions. It provides a theoretical and empirical base for decision making.
CONTRIBUTOR TO KRA 2.1 : Health and Social Development needs and strategies are well researched and documented
Linked to NSDS III Outcome 4.1.1
PLAN FOR DATA ACQUISITION
Data Collection Method: Quantitative and Qualitative
Method of data acquisition by HWSETA: The M&E Officers will work closely with the RIME division Lead person to collect data on the number of research activities undertaken by HWSETA to inform skills development planning.
Data Source: HWSETA Workshops and Forums
Frequency/Timing of Data Acquisition: Quarterly
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA
Responsible Individual: M&E Officer
DATA QUALITY ISSUES
Date of Initial Data Quality Assessment: TBD
Known Data Limitations and Significance (if any): Data will be reliable, valid, and precise as it is derived from within HWSETA. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.
Date of future Data Quality Assessments: TBD
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING
Data Analysis: Performance data tables
Review of Data: Quarterly
Reporting of Data: Quarterly
OTHER NOTES
Notes on Baselines/Targets:
Other Notes:
WEIGHT
0.4

Indicator 13	
Name of Indicator: Number of new post graduate research students funded for research in the health and welfare field in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of post graduate research students funded by HWSETA. This indicator also measures the number of support programmes funded to support develop and expansion of research in the sector. Counting fro this indicator will commence upon the implementation of the programme. Lastly this indicator will also measure the number of post graduate students with access to employment opportunities after graduation. New post graduate research students refer to registered students in higher education institutions for higher degrees that have a research component in the curriculum and have registered for the first time. Funded refers to issuing of funding approval letter and signing of Memorandum of Agreement and where applicable release of tranche payments as per the Memorandum of Agreement.	
Unit of measure: Number determined by students funded and research projects	
Disaggregated by: 1) Gender 2) Institution 3) Sector 4) Level of Education 5) Disability 6)Research area 7) Race	
Direction of change: The higher the number of post graduates research students supported the better the employment prospects and contribution to the knowledge base in the sector. The higher the number of research projects the more information is available to the sector and the more societal problems are resolved. The higher the number of post graduates with access to work opportunities the better the employment prospects	
Justification and Management Utility: One way of supporting research is through supporting post-graduate students in higher institutions of learning. HWSETA will support such students to produce statistics on specific areas of interest to the country. After leaving learning institutions, it is vital for learners to be placed in environments where their skills can be utilised fully and gainfully. Thus, it is important to establish how many learners end up working in areas where they intended and before that and how many are employed.	
CONTRIBUTOR TO KRA 2.2 : Use of research, innovation, and development capacity expanded	
Linked to NSDS III Outcome 4.2.4	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officers will work closely with the RIME division Lead person and the education institution(s) to collect data on the number of post graduate research students supported.	
Data Source: HWSETA	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data will be reliable, valid, and precise as it is derived from within HWSETA supported by documentation from educational institutions. The risks associated with this indicator are limited to transcription errors with data moving from one form to another. The data quality issues associated with this indicator emanate from the fact that some students might change their contact details which make it difficult for HWSETA to trace them.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another. HWSETA will ensure that all contacts of supported students are taken, including their email addresses which are more permanent and telephone landlines if available.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Trends analysis, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.2	

Indicator 14	
Name of Indicator: Number of projects funded through discretionary grant aimed at the public sector education and training in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of funded projects focused on improving the institutional framework for public education and training so as to improve delivery of services in those areas. Funded refers to issuing of funding approval letter and signing of Memorandum of Agreement and where applicable release of tranche payments as per the Memorandum of Agreement.	
Unit of measure: Number	
Disaggregated by: 1) Department 2) Sector 3) Sector 4) Type of programme 5) Number of beneficiaries	
Direction of change: The more funded projects focusing on improving institutional framework the better the improvement for public education and training and ultimately service delivery	
Justification and Management Utility: In order to improve service delivery in the public sector, HWSETA will fund a number of projects designed to improve the framework of the sector.	
CONTRIBUTOR TO KRA 2.3 : Sector skills plans identifying education and training needs for the public reviewed	
Linked to NSDS III Outcome 4.7.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative & Qualitative	
Method of data acquisition by HWSETA: The M&E Officers will work closely with the RIME division technical lead person to establish the number of projects proposed for funding by HWSETA.	
Data Source: HWSETA partnership with Government Departments and MOA	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): The data is reliable, valid, and precise since it is derived from within HWSETA. Data quality issues are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: HWSETA will ensure that all funded public sector linked projects are in place to validate the figures reported. Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Performance data tables, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 15	
Name of Indicator: Number of number of learners reached through HWSETA career development awareness programmes in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of career awareness drives and documents created and distributed with information on the labour market to guide learners on career opportunities in specified areas of work. This indicator also measures the number of learners who are undergoing the career development/guidance programme. Career guides will be mapped to qualifications for all sectors. Reached in this context refers to learners recorded in the register of career fairs or career exhibitions.	
Unit of measure: Number	
Disaggregated by: 1) Type of guide 2) Sector 3) Profile of areas where awareness drive took place 4) Number of respondents	
Direction of change: The more career guides developed and distributed the more relevant information will be documented on career opportunities to inform learners of future labour market demands. The more school learners who undergo career development the better their chances to make informed decisions on future labour market demands. This will minimise overproduction of skills which later result in graduate unemployment	
Justification and Management Utility: Career development is vital for learners as it helps them focus more on what they intend doing in work life before they engage in progressing. Thus HWSETA will invest some effort in helping learners make informed decisions about their careers through career guidance. Career guides provide people with information on the labour market and what they may expect. They also focus on the trends following the labour market so that learners can make an informed decision about their careers.	
CONTRIBUTOR TO KRA 2.4 : Increased awareness of the development of skilled workforce best practices	
Linked to NSDS III Outcome 4.8.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative and qualitative	
Method of data acquisition by HWSETA: The M&E Officers will work closely with the RIME division technical Lead person to collect data on the number of guides developed with labour market information.	
Data Source: HWSETA	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): There are limited data quality issues as data for this indicator will be generated and collected from within HWSETA. Transcription errors might be experienced with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Performance data tables, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.3	

Indicator 16	
Name of Indicator: Number of FET College lectures placed in work experience with employers in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of public FET college lecturers exposed to the workplace in the health and welfare sector. The objective of the exposure is to ensure that these lecturers are updated on the latest developments and innovations by employers so that they impact this practical knowledge to their students. Placement refers to temporal visitation to employer premises to gain work related experience in the aspect of work that relates to the training programme the lecturer is engaged in.	
Unit of measure: Number	
Disaggregated by: 1) Private/Public FET College 2) Number of lecturers 3) Employers who participated 4) Fields in which participation took place	
Direction of change: The more collaborating partners the more impact will be HWSETA projects in the sector and the country	
Justification and Management Utility: HWSETA's objective will expand when the public and private sector stakeholders in the health and social development realm collaborate and expose lecturers without industry experience in the workplace. A higher number of collaborating partners will provide a complete view of the skills development market.	
CONTRIBUTOR TO KRA 3.1 : Public/private partnerships for the development and provision of a skilled workforce expanded	
Linked to NSDS III Outcome 4.2.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The SDP division will explain the rationale for the collaboration and its benefits to all stakeholders regarding increased awareness and uptake of best practices in an information age/network economy. Signed service level agreements, emails exchanged, and proof of collaborative events/activities will be filed to track the name and type of partner.	
Data Source: HWSETA SDP	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Limited data quality issues since data is derived from within HWSETA. Transcription errors might be experienced with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Performance data tables, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 17	
Name of Indicator: Number of learners in FET colleges and other public colleges (and the number of associated learners) enrolled for vocational training courses funded by the HWSETA in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of FET colleges and other public colleges offering vocational training. FET colleges include the former Technical Colleges although Colleges of Education, Manpower and Skills centres, and some former community colleges were also merged during the restructuring process with Technical Colleges to form the new FET colleges. Vocational training will be defined as an organised educational programme that is directly related to the preparation of individuals for employment. The system prepares learners for careers or professions that are traditionally non-academic and directly related to a trade, occupation, or 'vocation' in which the learner participates. Public colleges include pubic nursing colleges and other colleges reporting to a Government Department or State Institutions. Enrolled refers to registration with both the training institution and HWSETA Seta Management System. Funded refers to issuing of funding approval letter and signing of Memorandum of Agreement and where applicable release of tranche payments as per the Memorandum of Agreement.	
Unit of measure: Number	
Disaggregated by: 1) Province 2) number and type of courses 3) Number of associated learners	
Direction of change: The higher the number of FET colleges offering vocational training courses in the health and social development fields the better the chances of transformation of skills as this will fast track the response to skills needs.	
Justification and Management Utility: The business case for building a strong public FET system in South Africa rests in the need to ensure that the country produces sufficient middle to higher level skills. These are the foundations for increased levels of economic growth and wealth creation that are positive in themselves and will enable South Africa to reduce unemployment steadily and lift the poor out of the cycle of poverty. As part of this core function, colleges must play a growing and increasingly significant role in up-skilling and re-skilling the workforce, training adult and unemployed learners, and providing young people with alternative opportunities to academic secondary and higher education.	
CONTRIBUTOR TO KRA 3.2 : Increased capacity to meet industry needs through partnerships and qualifications framework formulation	
Linked to NSDS III Outcome 4.3.2	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officers will work closely with the ETQA to collect the evidence and other documentation as proof of support.	
Data Source: HWSETA and FET Colleges	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data for this indicator will be highly reliable and precise as it is derived from within HWSETA with other documentation from FET colleges supported. Transcription errors might be experienced with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Performance data tables, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 18	
Name of Indicator: Percentage of filled positions in the HWSETA approved organogram in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the fraction of jobs in the HWSETA that are open but have not been filled. Vacancy rate is defined as the number of job vacancies to the sum total of employment and job vacancies.	
Unit of measure: Number	
Disaggregated by: 1) Vacancy list at the beginning of the financial year 2) Vacancy list at the end of the financial year 3) Critical posts not filled 4) Turn over rate	
Direction of change:	
Justification and Management Utility: In order not to negatively affect operations, it is important that the HWSETA actively search to fill vacancies with warm bodies by amongst others, advertising and contacting employment agencies. This indicator also serves as a useful indicator of a business cycle.	
CONTRIBUTOR TO KRA 3.2 :	
Linked to NSDS III:	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E Officer will work closely with Human Resources Manager to collect the evidence and other documentation as proof of support	
Data Source:	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to employment of M&E officer	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): The data is valid, reliable, and precise as it is mainly driven within HWSETA in collaboration with other organisations working with programmes development. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the technical lead person, M&E officer will ensure the verification of data as it moves from on e form to another	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Performance data tables, graphs, aggregations, desegregations	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.2	

Indicator 19	
Name of Indicator: Number of skills development training providers accredited in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of new training providers accredited and current training providers re-accredited by the HWSETA in the reporting period. This includes the process of approving learning programmes, evaluating the QMS and conducting site visits. For re-accreditation we would also have conducted successful verification of the learners' achievements. Assessors and moderators will have to be currently registered against the qualifications against which the training providers are accredited or re-accredited. Skills Development Training Providers refers those as defined by the SAQA Act and the HWSETA policy. Accreditation refers to meeting the criteria as set in the SAQA Act and the QCTO Act and policies/regulations and the HWSETA accreditation policies.	
Unit of measure: Number	
Disaggregated by: 1)Qualification 2) Province 3) Municipality 4) Number of assessors 5)Number of moderators 6)Number of campuses 7)Maximum capacity to train 8)Number of new accreditations 9)Number of reaccreditations 10)Number of learning programmes approved 11)Number of learners certified and associated programmes	
Direction of change: 1) The lower the ratio of trainee to facilitator the better quality of training 2) The few campuses for each training provider the less administrative problems encountered. 3)The more each training provider is verified the better the quality of training offered	
Justification and Management Utility: The HWSETA aims to deliver quality training through its accredited training providers. This high quality training ensures that graduates find it easy to gain employment and further their studies	
CONTRIBUTOR TO KRA 3.2 :	
Linked to NSDS III:	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The ETQA division will explain the rationale for the accreditation of training providers in certain regions for specified qualifications. Step 1 and step 2 data will be collected and used in the verification. Final letters of accreditation approval will be used as evidence of achievement	
Data Source: HWSETA ETQA	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E officer	
Responsible Individual: Provider Accreditation Manager	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data residing in different provinces. Data will be reliable, valid, and precise as it is derived from within HWSETA supported by documentation from Training providers. The risks associated with this indicator are limited to transcription errors with data moving from one form to another. The data quality issues associated with this indicator emanate from the fact that some training providers might change their contact details which make it difficult for HWSETA to trace them.	
Actions taken or planned to address data limitations: Provincial Managers to be given a cut off date to submit data to Head office for processing	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Performance tables, graphs, Aggregations, desegregations	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	

Indicator 20	
Name of Indicator: Percentage of processes automated and integrated in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the fraction of work processes that are automated and integrated. It includes the efficiencies derived from the use of the document management system and the creation of a paperless environment. Automation and integration refers to the development and deployment of the ERP system as approved by the HWSETA board	
Unit of measure: Number	
Disaggregated by: 1) Number of manual processes at the beginning versus at the end of the financial year 2)Number of automated processes 3)Number of staff involved in the automated processes views and perception of staff in automated processes	
Direction of change: The more processes are automated the more efficiencies are derived to the benefit of the HWSETA operations	
Justification and Management Utility: The use of manual processes has seen a number of documents getting lost which frustrated a number of stakeholders. Further, manual processes took longer to reach approval stage which results in more frustrations for customers. A more focused and automated system will eliminate all the identified inefficiencies in the system and will result to positive customer satisfaction and contribute to accurate reporting	
CONTRIBUTOR TO KRA 3.2 :	
Linked to NSDS III:	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative and Qualitative	
Method of data acquisition by HWSETA: The M&E officer will work closely with the IT division and operations divisions to collect data on the indicator as per aggregations above	
Data Source: HWSETA IT division and end users	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E officer	
Responsible Individual: M&E officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data will be reliable, valid, and precise as it is derived from within HWSETA. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: None	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Performance tables, Graphs, Aggregations, Desegregations	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.3	

Indicator 21	
Name of Indicator: Number of learners registered for AET programmes funded by HWSETA in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of learners registered for Adult Education and Training that is funded by the HWSETA. This indicator includes those learners funded through partnerships with employers or partnerships with training institutions who are registered examination centres. Registered means learner, employer and training provider details captured in the Seta Management System	
Unit of measure: Number	
Disaggregated by: 1) Gender 2) Institution 3) Sector 4) Disability 5) Race 6) Province 7)Level 8) Employed 9) Unemployed	
Direction of change: Good grounding in basic education ensures ones success and entry into the chosen career	
Justification and Management Utility: Due to historical problems and the fragmented pos schooling system in the country a number of people did not complete their basic education and their skills pipeline is limited by this. The HWSETA wants to ensure that those wishing to enter the sector but are limited by the level of education are assisted to enter and those in employment whose prospects of promotion and further training are hampered by their level of education are assisted to realise their dreams.	
CONTRIBUTOR TO KRA 3.2 :	
Linked to NSDS III:	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E officer will work closely with the SDP division lead technical person to collect data on the number of students supported in AET programmes	
Data Source: HWSETA SDP division	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E officer by the HWSETA	
Responsible Individual: WSP Manager and Grants Disbursement Officer or Projects Manager	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Data will be reliable, valid, and precise as it is derived from within HWSETA supported by documentation from educational institutions. The risks associated with this indicator are limited to transcription errors with data moving from one form to another. The data quality issues associated with this indicator emanate from the fact that some students might change their contact details which make it difficult for HWSETA to trace them.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Tables, graphs, trends, aggregations, desegregations	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.3	

Indicator 22	
Name of Indicator: Number of skills development project participants funded by the HWSETA to fund levy-exempt organisations in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of workers who benefit from funding earmarked to non-levy paying organisations. Levy paying employers who submit Workplace Skills Plans and Annual Training reports qualify to receive mandatory grants based on their submission having been made by the 30 April 2014. This submission must be compliant in all respects as determined by the HWSETA.	
Unit of measure: Number	
Disaggregated by: 1) Gender 2) Institution 3) Sector 4) Disability 5) Race 6) Province 7)Level 8) Employed 9) Unemployed 10) Employer	
Direction of change: The more employees in levy exempt organisations are funded the improved service and opportunities for growth are derived.	
Justification and Management Utility: The HWSETA is made up of at least 60% of NGOs and employers who are below the levy threshold. As these employers do not by legislation qualify for mandatory grant, the HWSETA has an obligation to fund the training of the workers in these organisations. It is noted that some of these organisations deliver essential services linked to Government mandates and their skills needs must be addressed.	
CONTRIBUTOR TO KRA 3.2 :	
Linked to NSDS III:	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: The M&E officer will work closely with the SDP division lead technical person to collect data on the number of students supported by levy exempt funding	
Data Source: HWSETA SDP	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E officer by the HWSETA	
Responsible Individual: WSP Manager and Grants Disbursement Officer or Projects Manager	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): The data is valid, reliable, and precise as it is mainly driven within HWSETA in collaboration with other organisations working with programmes development. The risks associated with this indicator are limited to transcription errors with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Tables, graphs, trends, aggregations, desegregations	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.3	

Indicator 23	
Name of Indicator: Number of partnerships signed through Memoranda of Understanding with the HWSETA in the reporting period	
DESCRIPTION	
Precise Definition: This indicator measures the number of collaborating partners who have signed a Memorandum of Understanding or a service level agreement to collaborate with HWSETA. A collaborating partner is a person, institution, or association that has signed a service level agreement with HWSETA. Partnerships herein include Universities, FET Colleges, Councils, Statutory bodies, employer bodies, communities of practice, etc	
Unit of measure: Number	
Disaggregated by: 1) Private/Public Stakeholder 2) Name and type of partner 3) Projects implemented within the partnership	
Direction of change: The more collaborating partners the more impact will be HWSETA projects in the sector and the country	
Justification and Management Utility: HWSETA's objective will expand when the public and private sector stakeholders in the health and social development realm collaborate and deliberate on policies/strategies aimed at developing a skilled workforce. A higher number of collaborating partners will provide a complete view of the skills development market.	
CONTRIBUTOR TO KRA 3.1 : Public/private partnerships for the development and provision of a skilled workforce expanded	
Linked to NSDS III Outcome 4.2.1	
PLAN FOR DATA ACQUISITION	
Data Collection Method: Quantitative	
Method of data acquisition by HWSETA: All divisions in the HWSETA will explain the rationale for the collaboration and its benefits to all stakeholders regarding increased awareness and uptake of best practices in an information age/network economy. Signed service level agreements, emails exchanged, and proof of collaborative events/activities will be filed to track the name and type of partner.	
Data Source: HWSETA ETQA, SDP and RIME	
Frequency/Timing of Data Acquisition: Quarterly	
Estimated cost of data acquisition: Limited to the employment of M&E Officers by HWSETA	
Responsible Individual: M&E Officer	
DATA QUALITY ISSUES	
Date of Initial Data Quality Assessment: TBD	
Known Data Limitations and Significance (if any): Limited data quality issues since data is derived from within HWSETA. Transcription errors might be experienced with data moving from one form to another.	
Actions taken or planned to address data limitations: Working with the Technical Lead persons, M&E Officers will ensure the verification of data as it moves from one form to another.	
Date of future Data Quality Assessments: TBD	
PLAN FOR DATA ANALYSIS, REVIEW AND REPORTING	
Data Analysis: Performance data tables, Aggregation, and Desegregation	
Review of Data: Quarterly	
Reporting of Data: Quarterly	
OTHER NOTES	
Notes on Baselines/Targets:	
Other Notes:	
WEIGHT	
0.5	