# Skillstalk @HWSETA

September 2014

### **Stakeholder Interaction**

# a Key Driver for the HWSETA

#### Board Stakeholder Breakfast Sessions

During the 2013/14 financial year, the HWSETA Board embarked on a process of meeting with Stakeholders through Stakeholder Breakfast sessions around the country.

The Fountains Hotel in Cape Town hosted a breakfast session on 29 May 2014 and the event was exceptionally well attended with over 120 stakeholders representing the Health and Social Development Sectors. The Kwa-Zulu Natal event took place on 30 July 2014 at the Blue Waters Hotel in Durban and this too was well attended.

At these events the CEO of the HWSETA, Yvonne Mbane, shared the organisation's vision, as well as the HWSETA's strategic direction and priorities for the 2014/15 financial year. The new grant regulations gazetted on 3 December 2012 and implemented in the 2013/14 financial year were also an area of focus. Guests were able to interact with the HWSETA Board and Executive Management during the Q & A sessions.

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"The Stakeholder Breakfast Sessions provide the HWSETA a valuable platform for members of the Board to effectively interact with the organisation's numerous and varied stakeholders," comments Yvonne Mbane, CEO for the HWSETA "And the information gleaned at the events is utilised for future planning and strategy."

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All the details you need for the HWSETA events taking place over the next couple or months.







# **A word** from our CEO

Dear Stakeholders

The current year is a challenging one as the HWSETA seeks to maximise its influence and impact with skills development initiatives that will contribute towards addressing poverty, inequality and unemployment. The HWSETA has a full team of Executives who have to ensure that the trust built with stakeholders is sustained by ensuring that the norms and standards as articulated in the Service Charter become a reality. Since an amount of R633 million has been committed in the last year, officials are monitoring the implementation of various projects to ensure value for money and support to those employers who need assistance.

Capacity at provincial level is growing as new officials join the HWSETA team. The management positions in both KZN and Gauteng have been permanently filled and strides are being made to deal with all outstanding issues of certificate backlogs and accreditation applications. The decentralisation of various functions is bearing fruit as communities are able to access the HWSETA services at a closer proximity.

The HWSETA went through a rigorous process of assessing the ETQA policies against legislation and SAQA policies with a view to identifying gaps. This policy review

process has been undertaken to ensure old policies not complying with legislation are reviewed and new ones are introduced to enhance delivery of services. The HWSETA will then embark on a capacity building exercise to ensure maximum compliance by all role players.

Transition measures have been put in place for all skills development providers who are already accredited. This should not be viewed in a negative light, but should be seen as a measure of tightening controls due the experiences the HWSETA had in the past. Learners should be at the centre of all our endeavours.

The Child and Youth Care training material is available for providers who are already accredited. This will be issued under strict conditions to avoid the undesirable practices of the past. The Social Auxilliary Work (Level 4) material has also been concluded and will be ready for distribution by 30 September 2014. The material for Public Awareness and promotion of Dread Diseases and HIV and AIDS (Level 4) and the OHS (Level 2) are being concluded and will be ready for distribution by 31 October 2014. The OHS (Level 2) will also be available by this time.

As this is one year prior to the conclusion of the NSDS III, the HWSETA has



taken stock of all areas which need more attention and has a potential of creating job opportunities and alleviating poverty in communities. A concerted effort has been made to bring the animal health sub-sector on board. A memorandum of agreement is being negotiated and programmes aimed at skilling communities, particularly the youth on animal health will be implemented in partnership with the Veterinary Council and AgriSETA. The animal health sector contributes to food security and is now a priority for the HWSETA.

The HWSETA would like to thank all the stakeholders who showed unwavering support when things were tough. We believe that the storm is over and we can see the sun shine now as we strive to skill the South African workforce.

The HWSETA board and its Committees are functional and are ensuring clean governance in all our endeavours. The Board has recently lost a member, Mr Wandile Montjane, who served the HWSETA since the inception of the current board and was a member of three committees. He represented the organised labour constituency on the board. His valuable contribution and commitment to the advancement of our mandate as a SETA, will be greatly missed.

Yvonne Mbane

### Stakeholder Interaction a Key Driver for the HWSETA

### **NGO Sector Innovation Session**

Meeting the skills development needs of the NGO Sector requires a co-ordinated approach and collective thinking from all key stakeholders.

On 27 June 2014, the Kopanong Hotel and Conference Centre in Benoni hosted a variety of representatives from the NGO Sector who met and interacted with the HWSETA Board. At this event, participants discussed how partnerships can be established that will facilitate the transformation of places of work into places of training, the identification of skills development needs in the NGO Sector, as well as ways in which the HWSETA can better serve the NGO Sector.

The event was well received by participants and yielded important information of great value to the HWSETA.





### Stakeholder comment

Good day,

As the training manager at South Coast Hospice Association, I hereby wish to express our sincere appreciation for the invitation to the stakeholder's breakfast on Wednesday, 30 July in Durban.

We are of the opinion that this was a very valuable opportunity for us as training providers to be included in what is happening at HWSETA. We found the information to be very meaningful and encouraging.

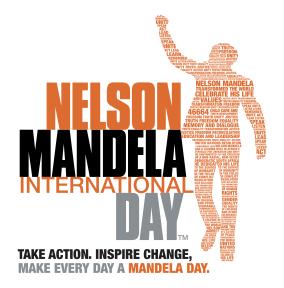
Allow us to congratulate you all at HWSETA for the good work that is being done and the support offered to all training providers. We appreciate the fact that this meeting was done with great sincerity, openness and it was good to hear that the CEO, in her speech, acknowledging the mistakes of the past and that she was able at the same time to provide everyone with a plan on how this will be dealt with in future. We were especially glad to hear that corruption and malpractices are being addressed and rooted out.

As a Hospice and training provider, we have recently been through the process of accreditation and experienced some of the challenges first hand. It is indeed very encouraging to report that we are now experiencing the support, help and assistance that was reflected in the speech of the CEO. Congratulations and we wish you all well for the work that lies ahead. We know it is not easy but it can be done if we all support each other.

We would like to request that you keep us informed of all future discussions, workshops and meetings as we will most definitely attend and we are of the opinion that the input from training providers are needed and extremely important.

Thank you once again for a great meeting, congratulations on the achievements and keep up the good work!!!!!

Kind regards
Dirk van Reenen, South Coast Hospice



# Mandela Day Career Festival

Choosing the right career path when leaving school often creates immense pressure for our youth as most of them do not feel ready to make such big decisions. To help make this life defining decision, the HWSETA supports young people by directing them to programmes that provide training in areas needed in the country's economy.

Career guidance activities continue to be a key focus for the HWSETA and each month the HWSETA participates in various career guidance activities around the country. Since the beginning of the current financial year, the HWSETA has participated in almost 30 events across all nine provinces.

To celebrate Madiba's birthday on 18 July 2014, the Department of Higher Education and Training (DHET) organised a career exhibition at the Sedibeng TVET College in Sebokeng from 15 – 18 July 2014. The event that attracted over 7000 learners from high schools in the district brought together all 21 SETAs, tertiary educational institutions, as well as various other organisations that are able to assist young people with making well informed career choices.

The final day of the event fell on Madiba's birthday and the 67 minutes activity took the form of 67 minutes of career guidance provided by members of the HWSETA's management team.











Skills Talk @HWSETA

### Make an informed Career Decision

Your choice of career will shape your life, so it is important that you take time to consider your options. Many young South Africans have limited access to reliable information on their options for education and training after school, as well as careers and career pathways. To guide you in making the perfect choice of study, there are certain steps that you may want to follow to find out what type of career suits you best.

#### Step 1

Take time to understand what you are all about. What are you good at? What do you enjoy doing? What would give you career satisfaction? What type of person are you? What subjects have you studied at school?

#### Step 2:

# Research! Research! Research! Gather as much information as possible about the options available to you.

- Understand what qualification options are available to you (for example, degree, diploma, certificate or learnership).
- Utilise every possible source available
  to you to research careers that you
  are interested in. Contact educational
  institutions. Speak to your life orientation
  teachers at school. Attend career expos.
  Contact the relevant SETA/S.
- Find out where you can study what interests you. University? University of Technology? Technical Vocational Education and Training (TVET) College?

A private training provider?

 Get as much information as possible on important issues such as admission requirements, deadlines for application, fees, bursary schemes or loans available and duration of study.

#### Step 3

If you do not have the funds to attend the course or programme of your choice, see if you are eligible for a bursary, a student loan or a scholarship.

#### Step 4

Once you have reached your decision, do not delay in applying. Many educational institutions have strict closing dates for applications.

#### Places to get help with choosing a career

### The South African Qualifications Authority (SAQA)

SAQA has a great website with loads of useful information visit www.careerhelp.org.za or call the SAQA career helpline on

### Qualifications

Whatever your choice of education is or will be, always make sure that the service provider – university, college or private educational provider – is accredited, and offers recognised training.

Recognised qualifications available in South Africa:

- Degrees: three to four years of higher education offered by universities.
   These are referred to as undergraduate degrees and may be followed by postgraduate qualifications such as Honours, Masters or PhD of which the duration is a minimum of one year each
- National Diploma: A three-year qualification, offered by universities of

technology that offers both theoretical and practical training. After obtaining a National Diploma, learners may enrol for a BTech degree

- Diplomas: Qualifications offered by an accredited provider at higher education level, including both theoretical and practical aspects. The duration of the courses may vary
- Certificates: One year or less at Further or Higher Education level offered by an accredited provider which includes both practical and skill orientated training.

# What is a Prospectus?

A prospectus is a comprehensive guide for school leavers that is produced by higher education institutions that details what courses are available and what the entry requirements are for each course.

This is an important part of your research activity.

0860 111 673.

Alternatively, you can SMS them on 0722 045 056 or e-mail them at help@careerhelp.org.za

#### Career Guidance/Life Orientation Teacher at school

If your school does not have a career guidance/life orientation teacher try one of the bigger schools closer to a large town or city.

#### **Higher Education Institutions**

Universities and TVET Colleges have dedicated student support units and career counselling centres where professional counselors are available to assist.

Specialised personality and vocational interest assessments are offered that are a useful tool to help you determine a career direction if you are unsure.

#### **Making Sense of University Requirements**

When applying to a University you are going to be faced with some terms you have never encountered before. You can expect to be faced with the following:

**Admission Points Score (APS):** This is used to measure your academic achievement based on your school leaving results.

National Benchmark Test (NBT): The

NBT focuses on academic readiness for University study. Each test requires you to apply prior learning (what you know and are able to do) to materials that reflect expectations for first year students in university programmes.

Faculty Points Score (FPS): This is the score used to rank applicants. It can be based only on the APS, only on the NBT or a combination of the APS and NBT.

You are probably a bit confused about all of this jargon. What is important is that you get hold of a prospectus for the institution that you would like to study at.

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# Supporting Graduates with

We thought it would be easy. Finish school, study for a career we will love, makes lots of money - done!

Not quite, and unfortunately plans don't always go 'according to plan'. Many graduates have the idea that once they have that qualification in their hand, a high profile job awaits them but more often than not one starts to realise that this part of the plan was not realistic.

The truth of the matter is, very few companies want to hire a fresh graduate with no industry experience. To make it 'big' requires hard work, dedication and sacrifice which means that one needs to spend a considerable amount of time after completing their degree gaining valuable experience at a company that's willing to take them in.

Whilst the HWSETA's prime focus is the creation of a skilled workforce in the health and social development sectors, it has also played a vital role in employing fresh graduates who want to gain experience in their respective fields. The HWSETA

recognises the need to employ graduates as interns as it understands the difficulties faced by graduates each year, and prides itself on providing graduates with workplace experience.

The HWSETA internship programme runs for a period of 12 months, where the intern takes the role of a support agent in the division where he/she has applied. To date, the HWSETA has employed 17 interns and of these seven have gone on to apply for permanent posts within the HWSETA and were successful in their applications.

#### Gauteng and Head Office Based Interns



#### Thabiso Ndubela

ETQA intern

National Diploma: Human Resource Management Tshwane University of Technology

#### **Lebogang Moono**

Provincial Intern

Human Resource Management
Tshwane University of Technology

#### Nontokoza Madonsela

Learner Achievement intern National Diploma: Human Resource Management *Unisa* 

# Internships

**OFFICE** 

Limpopo

**EASTERN CAPE** 

Sisulu University

**PROVINCIAL OFFICE** 

Zameka Ngxelo National

Diploma: Management, Walter

LIMPOPO PROVINCIAL

Mduduzi Mango, University of

Written by: Mosima Mehlape, Intern,
Marketing and Communications Department

#### **Provincial Interns**

#### KZN PROVINCIAL OFFICE

Philani Zondo, National

Diploma: Office Management and Technology

Mangosuthu University of

WESTERN CAPE
PROVINCIAL OFFICE

Vuyiseka Ngqele, National

Diploma: Human Resource

Management

Technology

Cape Peninsula University of

Technology

#### The HWSETA's Very First Intern



Christo Lebatte, who joined the HWSETA as an intern in May 2010, was the first of the organisation's interns to be appointed as a permanent member of staff. Christo who fulfils the role of a WSP Administrator knew from the start that he had to 'give it his all' in his intern role. He

has realised in retrospect that this positive attitude and hard work definitely does pay off as he was able to join the HWSETA on a permanent basis.

#### 7 HWSETA interns have gone on to become permanent employees. They are:

**Grant Roberts** 

Finance Division

Christo Lebatte

Skills Development Planning Division

Padmani Venugopaul

ETQA Division

Kate Matlala

ETQA Division

Lebogang Moono

Office of the CEO

Tiisetso Shidi

Skills Development Planning Division

#### Glory Msomi

Skills Development Planning Division

### What is a learnership?

A learnership is a structured learning programme that consists of a theoretical and a practical component and that leads to a qualification that is registered on the National Qualifications Framework (NQF). A learnership provides a learner with an excellent opportunity to gain experience in the labour market while studying towards a qualification.

Learnerships are regulated by a formal contract (learnership agreement) between an employer, a learner and a training provider. This agreement must be registered with the employer's relevant SETA.

An employer can enter into learnership agreements with existing employees or with learners who are not employees. If the employer enters into a learnership agreement with a learner who is not an employee, the employer is not obliged to employ the learner when the learnership ends

Watch out for the next edition of SkillsTalk@HWSETA for comprehensive details on the HWSETA's learnerships

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# Human Rights Day Commemorated in Upington

To commemorate Human Rights Day on 21 March 2014, the HWSETA joined forces with the Oasis Skills Development Centre in the Northern Cape.

Situated in the beautiful Kalahari town of Upington, the Oasis Skills Development Centre focuses on basic academic education, therapeutic activities and skills transfer through income-generating projects. The

centre provides assistance, support, training and guidance to children and adults with multiple learning and physical disabilities.

The event that took place on 20 March 2014, was enjoyed by the residents of the

centre and the Principal of the Centre, Mrs Visagie, was delighted that the centre was the beneficiary of the HWSETA's Human Rights Day activity.

Visit www.upingtonoasis.org.za for more information on the excellent work being done at the Oasis Skills Development Centre.

### HWSETA and SSACI Partnership Well Underway



During the last financial year, the HWSETA approved a strategy for 300 learners to be trained on the accelerated artisan programme in partnership with the Swiss-South African Cooperation Initiative (SSACI). By the end of the financial year, 82 learners had been placed as electrical, millwright, air conditioning and refrigeration artisans. Those involved in the project are working hard to ensure that the momentum is maintained. Further details on this project will be communicated in future editions of skillstalk@HWSETA.

# **Partnership Established** with Tshwane North TVET College

One of the ways in which the HWSETA strives to deliver on its mandate is through the establishment of partnerships with a strong focus on educational institutions that play an important role in the HWSETA achieving its mandate.

During the last financial year the HWSETA made excellent headway in the establishment of partnerships with TVET Colleges and this is an area of continued focus during the current financial year. In September 2014, the HWSETA entered into a partnership with Tshwane

North TVET College that will see the implementation of various projects aimed at driving skills development within the college. More details on this partnership will be covered in the future.

# HWSETA Focuses on Placing Learners with Disabilities

As part of its skills development mission, the HWSETA strives to create an awareness of disability and how employing persons with disability can enrich the working environment, as well as the lives of those living with disability.

The National Skills Development Strategy makes particular provision for employers to take persons with disabilities into the workplace and to cater for their needs whilst still meeting the objectives of their business.

Since 2012 the HWSETA's Skills
Development Planning (SDP) Division has
placed extensive focus on placing persons
with disabilities in learnership programmes
in various private and government
institutions. The aim of the programme is
to provide these learners with workplace
experience in so doing enhancing their
employability.

"To be considered for the learnership, prospective applicants need not have any formal education but enthusiasm and the willingness to learn are key," comments Luyanda Lokwe, Projects Manager for the SDP Division.

Successful applicants are assigned a mentor for the duration of their learnership and are placed accordingly in various departments within the company. Divisions in which learners are placed include Human Resources, Reception, Administration, Stores Inventory and other support services.

"The uptake in participation by companies has been heartening and it is evident that companies realise by employing persons with disabilities they are making a valuable contribution to society," concludes Lokwe.

# QuadPara Association of South Africa Hosts Learners with Disabilities



The HWSETA's work experience grant programme for learners with disabilities received a boost through the placement of ten persons with disabilities in a variety of administrative positions at the QuadPara Association of South Africa (QASA). Seen here is Ari Seirlis, the CEO of QASA and also an HWSETA Board Member representing People with Disabilities, with Anda Mthulu, one of the work experience grant recipients at QASA. This photograph was taken at the Board Stakeholder Breakfast Session held in Cape Town on 29 May 2014.

# A Career in **Nursing**

The activities of a nurse include curative, preventive and rehabilitative health care for families, communities and individuals. There are two main categories of nursing, namely a registered or professional nurse and an enrolled nursing auxiliary. The many responsibilities of a registered nurse (sister) include taking blood pressure and temperature, handling samples for laboratory tests, administering medication and giving injections, putting in and removing stitches, and managing wards or departments

To be a registered nurse requires four years of training at a University or a University of Technology.

Requirements at a University include a National Senior Certificate (NSC) for degree purposes and Mathematics,

Physical Science, Biology or Physiology as recommended subjects. Certain universities require a Further

Education Certificate (level 4).

At a nursing college training is practical and theoretical, and is done in collaboration with a university. Clinical or practical training is done at accredited training hospitals. The duration of the course is 4 years.

A qualified nurse may study further in specialisation fields such as Paediatric Nursing Science, Orthopaedic Nursing Science, Intensive Nursing, Psychiatric Nursing, Community Health Nursing, Geriatric Nursing Science, among other fields of specialisation.

To be a nurse requires more than the theoretical and practical training. Social and people skills that include the ability to work with people, to understand their problems and to be able to help people with mental, physical, psychological and social concerns are important for a successful career in nursing.

# Bring out the Bling





There is a saying that goes 'go large or go home' and a number of the HWSETA's employees took this very seriously on 5 September for Casual Day in support of persons with disabilities. Glittery hats, sparkling earrings and feather boas were the order of the day.

## **COMING SOON!**



The HWSETA's Marketing Department is currently working on the re-design of the HWSETA website.

"The new website is being designed to better meet the communication needs of the HWSETA's diverse stakeholder base and website visitors will find the new website much easier to navigate," comments Elfrieda Tyrer, Marketing Manager for the HWSETA. The new website will host all of the information required by stakeholders ranging from processes, policies and procedures to latest news and events.

Recruitment opportunities and details relating to Expressions of Interest will be more accessible to website visitors.

The new and improved website will be going live no later than the end of October 2014.

## **Events**

# **Invitation to the Board Stakeholder Breakfast Session**

The Board of the Health and Welfare Sector Education and Training Authority (HWSETA) cordially invites Senior Executives (or nominated representatives/skills development facilitators) from your organisation to attend a Board Stakeholder Breakfast Session to be hosted by the HWSETA.

Find out about the latest developments within the HWSETA, the new grant regulations, as well as the HWSETA's strategic direction and priorities for the 2014/2015 financial year.

Date: Thursday, 30 October 2014

Venue: Protea Hotel Ranch Resort, Farm Hollandrift, R101, Polokwane

#### Programme:

07.30 - 08.00	Registration	
08.00 - 08.15	Breakfast starter	
08.15 - 08.20	Welcome	
08.20 - 08.30	Address on the Vision of the HWSETA (hot breakfast served)	
08.30 - 09.00	Address on strategic direction	
09.00 - 10.45	Engagement between HWSETA and stakeholders (Q & A/comments)	
10.45 - 11.00	Tea	
11.00 - 12.30	Presentation by Executive Managers relating to:	
	New grant regulation implications for 2014/2015	
12.30	Closure and lunch	

#### **Please Note:**

- Bookings are essential.
- We regret that any costs for transport and accommodation will not be covered by the HWSETA.

RSVP by Wednesday, 22 October 2014 to Mosima Mehlape on 011 607 6924 or e-mail mosimam@hwseta.org.za

# Notice and Invitation

#### To the HWSETA 2014 Annual General Meeting

The HWSETA cordially invites you to attend the 2014 Annual General Meeting (AGM) to review and adopt the:

- 2013/14 Annual Financial Statements of the HWSETA;
- 2013/14 Annual Performance of the HWSETA; and
- Report of the Auditor-General

#### The AGM will be convened as follows:

30 October 2014 13.00 for 13.30

Protea Hotel Ranch Resort, Farm Hollandrift, R101, Polokwane

Confirmation of attendance is required by Wednesday, 22 October 2014 to Mosima Mehlape on 011 607 6924 or

e-mail mosimam@hwseta.org.za

#### Please Note:

- Bookings are essential.
- We regret that any costs for transport and accommodation will not be covered by the HWSETA.

### **HWSETA ETQA Provincial Capacity Workshops**

Because it is not business as usual!

The HWSETA's ETQA Division has been hard at work implementing new policies that have been approved, as well as old policies that have been reviewed with a view to identifying and closing gaps. Moreover, a series of procedures and guidelines have been developed to facilitate ETQA functioning that will enable improved service delivery for stakeholders. It is of the utmost importance that both new and existing Skills Development Providers (SDPs) are brought up to speed on all developments.

To achieve this important information sharing, the ETQA Division will be hosting capacity building workshops regionally as follows:

DATE	PROVINCE	TIME
30 Sept 2014	KZN	08h30-15h30
7 Oct 2014	W.Cape	08h30-15h30
10 Oct 2014	Gauteng	08h30-15h30
14 Oct 2014	Limpopo	08h30-15h30
17 Oct 2014	E.Cape	08h30-15h30

The workshops will be facilitated by Baakedi Jane Motubatse, Executive Manager for ETQA.

Please RSVP to: Dineo Phoyana at dineop@hwseta.org.za or Busisiwe Radebe at busisiwer@hwseta.org.za. Call 0116076900.

### In Memoriam

The HWSETA was greatly saddened by the passing of **Mr Wandile Montjane** in early August 2014. Mr Montjane served the HWSETA as a Board Member since the inception of the current board and was a member of three committees. He represented the organised labour constituency on the board. His valuable contribution and commitment to the advancement of our mandate as a SETA, will be greatly missed.



**Cheryl Bench** joined the HWSETA as the Personal Assistant to the CEO in February 2002 and then moved to the position of Support Services Officer in November 2006 - a position she retained until her retirement in April 2012. Even after her retirement, Cheryl remained a part of the lives of many of her old friends and colleagues at the HWSETA. Her passing in early August 2014 came as a great shock to her friends and colleagues and her presence, love for life, kindness and generosity will be missed by many.

### **ETQA Notice**

Over the past 18 months the HWSETA has been involved in a decentralisation process that will allow many of the HWSETA's services to be delivered at a regional level. This move has been implemented to bring the HWSETA closer to the stakeholders it serves. Providers are requested to submit applications for assessor and moderator registrations; new accreditation; extensions of scope and learning programme approvals directly to the office representing their specific province. The contact details for all regional offices are provided below.

### **HWSETA Contact Information**

Toll free number: 0800 864 478 hwseta@hwseta.org.za www.hwseta.org.za

#### **Head Office**

17 Bradford Road Bedfordview Johannesburg, 2047 011 607 6900 Manager: Yvonne Mbane

#### Eastern Cape

Phase 2A Waverly Office Park Phillip Frame Road Chiselhurst East London, 5247 043 726 9406/7 Manager: Welekazi Mangaliso

#### Kwa-Zulu Natal/Free State

Clifton Place Ground Floor 19 Hurst Grove Musgrave Durban, 4001 031 202 5972/3 Manager: Lungile Ncikazi

#### Limpopo/Mpumalanga

4A Landross Mare Polokwane, 0699 015 295 4302 Manager: Nomvuso Reve

#### Western Cape/Northern Cape

Tijger Park Building 3 Ground Floor Willie van Schoor Avenue Bellville Cape Town, 7530 021 914 0696 Manager: Juanita Moller

#### Satellite Office: Northern Cape

Northern Cape Urban TVET College 37 Long Street Kimberley, 8301 053 839 2083 Manager: Juanita Moller

#### Satellite Office: Eastern Cape

King Hintsa TVET College Admin Centre 218 Mthatha Road Butterworth 4960 047 401 6400 Manager: Welekazi Mangaliso



