



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



seven steps

**National Artisan Development
Support Centre**

NATIONAL ARTISAN DEVELOPMENT SUPPORT CENTER

NADSC

SETA/INDLELA ARTISAN DATA REPORTING PROCEDURE AND POLICY

Mr J. NTSHINGILA
NAD SUPPORT CENTER MANAGER
DATE: 09 August 2013
Reviewed 02 September 2013

Content

1. Definitions
2. Background
3. Policy
4. Process
5. NADSC/SETA/INDLELA Communication Linkage
6. Reporting Formats

DRAFT

1. DEFINITIONS

NADSC	means the National Artisan Development and Support Center
INDLELA	means center at Olifansfontein that is the Chief Directorate: National Artisan Development in the Department: Higher Education and Training
SETA	means a Sector Education Training Authority
ATD-TTT	Artisan and Technician Development Technical Task Team
HRDC	Human Resource Development Council
RPL	Recognition of Prior Learning

DRAFT

2. BACKGROUND

The national performance outcomes of Government, the Human Resource Development Strategy for South Africa, the National Skills Development Strategy, the Industrial Policy Action Plan (IPAP2), the New Growth Path and its related National Skills Accord for economic development, the National Development Plan, as well as almost all of the Strategic Infrastructure Projects (SIPs) announced by the President in his State of the Nation address in January 2012 as well as numerous other national strategies developed by Government structures all make reference to the need for qualified artisans.

A national artisan development programme including all components of artisan development and that is driven by all social partners in a coordinated and integrated manner is therefore a critical need for the country. In recognition of this critical need, the Minister of Higher Education and Training on 4th February 2013 declared 2013 as the Year of the Artisan.

The Artisan and Technician Development Technical Task Team (ATD-TTT), the stakeholder representative body established by the Human Resource Development Council (HRDC¹) of South Africa has through its work-plan identified the three primary blockages to a national artisan development programme. These three blockages were tabled before the Human Resource Development Council on 15th June 2012 and unanimously endorsed for removal by relevant implementing partners. These three blockages are the lack of:

- 1. Detailed, accurate, current data for artisan trade prioritization, workplaces and placement, scientific target setting, monitoring and evaluation;**
2. A single guaranteed funding model for all artisan trades listed in the Government Gazette applicable to all sectors including a single artisan learner administration and grant disbursement system; and
3. An Artisan Recognition of Prior Learning (RPL) system that is focused on supporting persons who are working as support workers in the engineering field to become certificated artisans.

¹ The HRDC was established on 30th March 2010 by the Deputy President of South Africa to facilitate conditions that promote optimum participation of all stakeholders in the planning, stewardship, monitoring and evaluation of HRD activities in the country.

ONGOING ARTISAN DATA VALIDATION

Since April 2013 a formal relationship has been established between the National Artisan Development Support Centre (NADSC) located at Ekurhuleni East College, Kwa -Thema and each SETA.

Specific individuals have been identified to work together from each entity to ensure that artisan learner data is captured and validated on a monthly basis in order to maintain up to date and current records. A list of these persons is attached for your information. This list will be kept up to date by the NADCS.

To facilitate this monthly validation process, each SETA representative is required to submit a list of learners in the same format reflected in attached validation reports to the NADSC three (3) working days after the end of each month. The NADSC will monitor and report on submissions to Directorate: AA/RPL.

This monthly reporting requirements is as per Section 3.2.17 of the 2013-2014 Service Level Agreement between the DHET and each SETA that requires the SETA to submit *“monthly reports in a format determined by the Chief Directorate: INDLELA of the actual number of registered and completed artisan learners to address HRDC ATD-TTT Bottleneck1”*

3. REPORTING AND VALIDATION

The REPORTED figures are submitted by SETAs and INDLELA to the National Artisan Development Support Centre **three working days** after each month.

The REPORTED figures as a provisional report must be sent to CD: INDLELA **five working days** after each month.

The VALIDATED figures are based on validation audits carried out the National Artisan Development Support Centre **fifteen working days** after each month end.

The above report as a validated report must be sent to CD: INDLELA **eighteen working days** after each month

4. SETA DATA SUBMISSION PROCESS (narrative)

STEP 1:

SETA and INDLELA Representative submits data (via email) to NADSC Representative and copy this email address Artisandata@eec.hipcc.co.za (*Every third working day each month*)

STEP 2:

NADSC Representative forwards acknowledgement of receipt (via email) to SETA/INDLELA Representative, NADSC Center Manager and Team Leader within 8 working hours.

STEP 3:

NADSC Representative to analyse data and forward to QA and Team Leader within 8 working hours of receiving data (*INTERNAL DATA CLEAN UP PORCESS TO BE FOLLOWED*)

STEP 4:

Quality spot check done by QA and Team Leader (*DATA VALIDATION AND EVALUATION PROCESS TO BE FOLLOWED*)

STEP 5:

Is Data accurate and relevant to be capture? YES/NO

IF NO: NADSC Representatives escalates areas of focus to Team Leader and SETA/INDLELA Representative

Were areas of focus clarified?

IF NO: Team Leader escalates to Center Manager as a query (*NADSC ESCALATION PROCESS TO BE FOLLOWED*)

STEP 6:

IF YES: NADSC Representative captures data on NAP DATABASE system

STEP 7:

NADSC Representative collates detailed report on Data and submits report to QA and Team Leader.

STEP 8:

QA and Team Leader respond to NADSC Representative (*QUALITY PROCESS TO BE FOLLOWED*)

STEP 9:

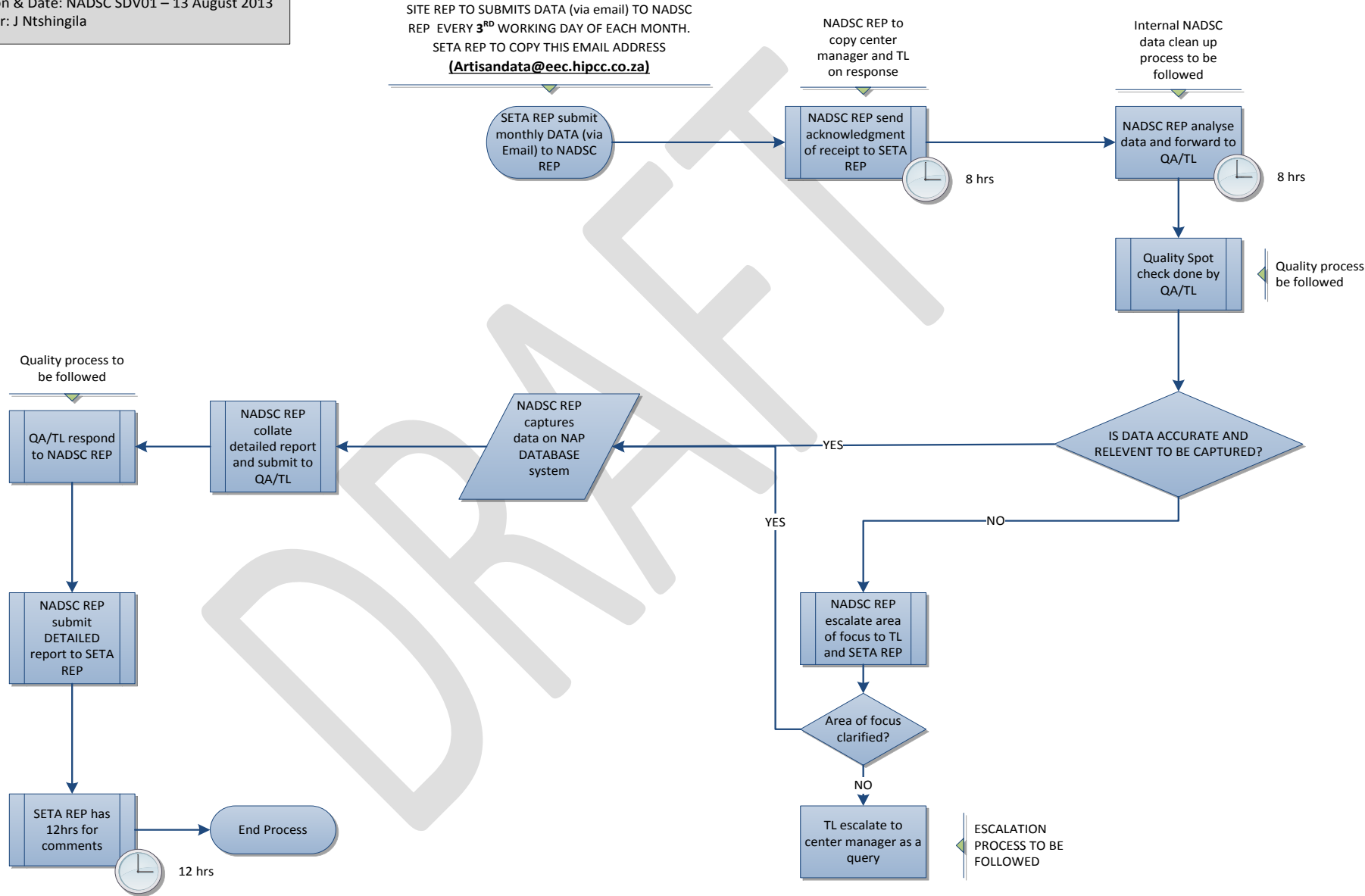
NADSC Representative submit detailed report to SETA/INDLELA Representative

STEP 10:

SETA/INDLELA Representative forwards acknowledgement of receipt to NADSC Representative (via email) has 12 hour for comments.

DRAFT

Process Name: SETA Data Submission Process
 Version & Date: NADSC SDV01 – 13 August 2013
 Author: J Ntshingila



5. NADSC/SETA/INDLELA COMMUNICATION LINKAGE

SETA	SECTOR	NADSC Rep	SETA Rep
CHIETA	Chemicals	Reitumetsi	Jermina / Lindiwe
FP&M SETA	Fibre Processing & Manufacturing	Busisiwe	Mandla
CETA	Construction	Mokgomotsi	Esther/Robert
EWSETA	Energy & Water	Themba	Elvis
FOODBEV	Food Processing	Elize	Andrea
CATHSSETA	Culture, Arts, Tourism, Hospitality and Sport	Nonhlanhla	Lesedi
MICT SETA	Media, Information and Communication	Mapula	Ernest
LGSETA	Local Government	Bandile	Rosemary
MQA	Mining and Minerals	Lebo	Freda
MERSETA	Manufacturing & Engineering	Nobuhle / Lerato	Sipho
SASSETA	Safety & Security	Mathapelo	Tebogo
AGRISETA	Agriculture	Musa	Gerald
PSETA	National & Provincial Government	Lerato	Rapule
SERVICES	Services Sector	Prudence	Heilene/Janine
TETA	Transport	Precious	Thobekile
W&RSETA	Wholesale & Retail SETA	Boitomelo	Lerato
HWSETA	Health & Welfare	N/A	Vuyani
INDLELA	Non SETA Candidates	Nosipho & Auctavia	Wilna/ Jean

MANDATORY DATA FIELDS

National ID
Cancel Date
Cancel Reason
SETA
Person Last Name
Person First Name
Person Title
Person Date of Birth
Person Home Address
Person Phone Number
Person Cell phone Number
Province Code
Municipality

Nationality Code
Home Language Code
Equity Code
Person Alternative ID
Citizen Resident Status Code
Socioeconomic Status Code
Disability Status Code
Study Field
Reg Date
Comp Date
OFO Codes 1-5
Gender Code

REASONS FOR COMPLETING MANDATORY FIELDS

- These mandatory data fields are very necessary for reporting purpose and these we use to remove the first blockage which is
 - The lack of Detailed, accurate data for:
 - Artisan trade prioritisation
 - Workplaces and placement
 - Scientific target setting
 - Monitoring and evaluation

CAPTURING DATA FIELDS EXPLANATION

(GUIDELINES)

NATIONAL ID

- Please ensure that the information in this column is the 13 digits SOUTH AFRICAN ID NUMBER ONLY and that it is correct.

PERSON ALTERNATIVE ID

- In this column, you will fill in the identity number of a candidate that is not a South African citizen or if they are a citizen, their driver's license (in the case where the candidate is not carrying a South African ID document).

EQUITY CODE

- This also has a drop-down option where you can select the candidate's race.

NATIONALITY CODE

- In this column you can select the candidates Nationality, e.g. South African, Zimbabwean etc.

HOME LANGUAGE

- This drop-down option allows you to select the candidate's home language.

GENDER CODE

- This drop-down allows you to select the candidate's gender.

CITIZEN RESIDENT STATUS

- This drop-down allows you to select the country that the candidate live in for example: South Africa, Dual (S.A plus other)-(using an S.A home address and a Zambian postal address, both valid).

SOCIOECONOMIC STATUS CODE

- Contains a drop-down that allows you to select whether the candidate is employed or not, this includes reasons for unemployment as well.

DISABILITY STATUS

- Contains a drop-down that allows you to select to select whether the candidate has a disability of some sort or not. This also has options for the kind of disability if any.

PERSON LAST NAME, FIRST NAME are self-explanatory.

PERSON TITLE

- Contains a drop-down that allows you to select the title of the candidate for example: Mr, Ms, Mrs Etc.

PERSON HOME ADDRESS

- Here you enter the candidate's home address. TAKE NOTE OF THE IMPORTANCE OF THERE BEING A POSTAL CODE IN ALL ADDRESSES ENTERED.

PERSON POSTAL ADDRESS

- The candidate's postal address should be typed in this column; if the address has been provided. PLEASE BE AWARE OF THE IMPORTANCE OF THER BEING A POSTAL CODE IN ALL ADDRESSES ENTERED.

PERSON PHONE NUMBER

- This is the candidate's landline number or any other alternative number that he/she can be reached on.

PERSON CELLPHONE NUMBER, EMAIL ADDRESS

- are self-explanatory.

PROVINCE CODE

- This has a drop-down that allows you to select the province the candidate lives in, for example: Gauteng, North West etc.

STUDYFIELD

- This has a drop-down where you can select the field of study or expertise for the candidate.

CANCEL DATE and CANCEL REASON

- The columns should only be filled in if the candidate decides to cancel his application for his/her trade test, date of cancelation and reason for cancelation should be typed in there.

MUNICIPALITY

- There is a drop-down for this column where you select the municipality the candidate stays in.

DATE REGIS and DATE COMP

- Under these columns, you should type in the candidates date of registration and the date of completion (This is the date the candidate was declared competent). PLEASE DO NOT USE THE DATE STAMP AS THE REGISTRATION DATE.

SETA

- In this column you will have a drop-down option that will allow you to select which SETA the candidate is registered under.

COMPETENT AGE

- Under this column, you will enter the age that the candidate was declared competent in his/her trade.

OFO CODE COLUMNS

- Under these columns you will enter the OFO codes that the candidate is competent in. Each OFO code should be typed in its own column.

NOTES

- In cases whereby the candidate has completed a programme either than the listed artisan trades, please indicate on notes.

DRAFT

6 CHIEF DIRECTORATE REPORTING FORMAT:

6.1 QUANTITATIVE REPORT

SETA	New Registrations			Completed	
	Reported	Validated		Reported	Validated
AGRISETA					
BANKSETA					
CATHSSETA					
CETA					
CHIETA					
ETDPSETA					
EWSETA					
FASSET					
FOODBEV					
FP&MSETA					
HWSETA					
INSETA					
LGSETA					
MERSETA					
MICTSETA					
MQA					
PSETA					
SASSETA					
SERVICES					
TETA					
W&RSETA					
INDLELA					
TOTAL					

Number of reported Learners vs. Validated Learners

6.2 QUALITATIVE REPORT

SETA	APRIL	MAY	Etc.
AGRISETA	% Compliant	% Compliant	% Compliant
BANKSETA	% Compliant	% Compliant	% Compliant
CATHSSETA	% Compliant	% Compliant	% Compliant
CETA	% Compliant	% Compliant	% Compliant
CHIETA	% Compliant	% Compliant	% Compliant
ETDPSETA	% Compliant	% Compliant	% Compliant
EWSETA	% Compliant	% Compliant	% Compliant
FASSET	% Compliant	% Compliant	% Compliant
FOODBEV	% Compliant	% Compliant	% Compliant
FP&MSETA	% Compliant	% Compliant	% Compliant
HWSETA	% Compliant	% Compliant	% Compliant
INSETA	% Compliant	% Compliant	% Compliant
LGSETA	% Compliant	% Compliant	% Compliant
MERSETA	% Compliant	% Compliant	% Compliant
MICTSETA	% Compliant	% Compliant	% Compliant
MQA	% Compliant	% Compliant	% Compliant
PSETA	% Compliant	% Compliant	% Compliant
SASSETA	% Compliant	% Compliant	% Compliant
SERVICES	% Compliant	% Compliant	% Compliant
TETA	% Compliant	% Compliant	% Compliant
W&RSETA	% Compliant	% Compliant	% Compliant
INDLELA	% Compliant	% Compliant	% Compliant

% Compliant is based on 50:50 ratio of submitted on time and all fields completed.

- If submitted on time but one or more field empty = **50% compliant**
- If not submitted on time but all fields complete = **50% compliant**
- If submitted on time AND all fields completed = **100% compliant**
- If not submitted on time AND one or more filed empty = **0% compliant**