



What does the Training Office offer?

The current Skills Development Facilitation Service to promote Skills Development entails:

1. Recruit employers to participate in CETA Grant Systems.
 - 1.1 Arrange first "induction" meeting with the employer;
 - 1.2 Explain CETA funding in respect of both Mandatory and Discretionary grants;
 - 1.3 Assist employers not registered with SARS and DOL with the process;
 - 1.4 Follow-up to ensure that registration has taken place;
 - 1.5 Obtain a copy of the form EMP 201 as proof of levy payment to SARS;
 - 1.6 Check that the employer is registered with CETA (05);
 - 1.7 Arrange for the transfer to CETA should the employer happen to be registered with another SETA.

2. Arrange appointment as Skills Development Facilitator with CETA.
 - 2.1 Determine the number of employees in the company to ensure that the consultative process, if more than 50 employees, is in place;
 - 2.2 Where necessary, participate in Company Training Committee meetings.
 - 2.3 Submit 'appointment' as SDF to CETA;
 - 2.4 Agree on a programme of the various facilitation activities with the employer.

3. Facilitation of the planning.
 - 3.1 Arrange for an 'audit' on the skills of the labour force of the company;
 - 3.2 Arrange for detail required for the preparation of the electronic or hard copy submissions of the WSP to be available;
 - 3.3 Determine the short, medium and long term skills needs of the company;
 - 3.4 In determining the skills needs of the company cognisance is taken of the targets in the Employment Equity Plan of the company;
 - 3.5 Encourage the registration of 18.1 and particularly 18.2 Learning Programmes (Learnerships/Apprenticeships);
 - 3.6 Encourage the registration of Skills Programmes;
 - 3.7 Encourage the use whenever appropriate of the RPL process;
 - 3.8 Obtain the signed authorisation of the company for the submission of the WSP to CETA;
 - 3.9 Ensure that the WSP is submitted electronically or in hard copy to CETA in time for approval.

4. Assisting companies in completing documentation for registration as well as the implementing of learnerships, skills programmes, internships, apprenticeships, Trade Testing or any other training programmes.
 - 4.1 Identifying and arranging for suitable accredited training providers for the various training interventions, in consultation with the company;
 - 4.2 Negotiating with Training Providers for Cost effective training as well as quality training. (Quotations etc.)
 - 4.3 Grouping Learners from different Companies to form a class group to ensure that training takes place.
 - 4.4 Monitor progress of the agreed training programme in a structured manner on a regular basis;
 - 4.5 Ensure that the agreed training programme is adhered to;
 - 4.6 Ensure that the consultative process is functioning effectively;
 - 4.7 Arrange for training records to be kept for at least a period of 5 years.
5. Assist the company with the preparation of the Annual Training Report (ATR).
 - 5.1 Obtain full particulars of all training of the company performed during the CETA financial year;
 - 5.2 Obtain the signed authorisation from the company for the submission of the ATR to CETA;
 - 5.3 Ensure that the ATR is submitted electronically or in hard copy to CETA in time for approval;
 - 5.4 Provide the company of the approval or otherwise of the WSP and ATR and of payments made by CETA (grant refunds);
 - 5.5 Arrange with the company for all training documentation to be available in the event of an audit.
6. Advise the company of any quality standards set by CETA.
7. Provide a reliable data backup system of WSP and ATR stored off site and kept for a period of at least 5 years.
8. Act as the contact person between the company and CETA.
9. Serve as a resource for the company with regard to all aspects of skills development.
10. Problem solving/advising Companies and Individuals on training matters and career guidance.
11. Assist Companies with CETA Invoicing System.
12. Populating and regulating a Matrix for Learning programmes registered and completed together with collecting certified copies of qualifications/Registration documents for Data Base.