



# labour

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Department:  
Labour  
**REPUBLIC OF SOUTH AFRICA**

## *How to implement a learnership*

*A guide for training providers*

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*Government has introduced a training programme called learnerships. Training providers play a crucial role in the implementation of learnerships. This brochure explains the role of training providers in this process.*



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## What is a learnership?

A learnership is a training course that combines theoretical training at a college or training centre with relevant work experience. A learnership must lead to a recognised national qualification. The minimum number of credits that a learner must obtain is therefore 120 credits. The learner must receive a certificate at the end of the learnership, confirming the credits obtained during the learnership.

Learnerships are based on a legally binding agreement between you, the training provider, an employer and a learner. This contract aims to ensure that the training provided is of an adequate quality.

## What are the main benefits of a learnership?

There are a number of benefits of a learnership for the employer, the learner and you, the training provider.

### ***Benefits to the training provider***

- SETAs have in place funding mechanisms to fund learnerships. An employer is able to reclaim the cost of the learners' fees from their SETA, thus providing a source of funding for training providers that offer training for learnerships
- There is potential for training providers to expand their businesses through the implementation of learnership training
- Training providers are able to ensure that learners receive practical, hands-on experience in applying the theory that has been covered, which will mean an improvement in the quality of the training provided
- Training providers will know that their training leads to nationally recognised qualifications, that is relevant to the needs of commerce and industry
- Training providers will be required to actively network with employers in their sector, thus increasing the potential for long-term partnerships between themselves and business
- The Department of Labour will assist training providers in the recruitment and selection of learners to be placed into learnerships.

### ***Benefits to the employer***

Through the learnership process, the employer is able to increase the level of skills of his/her employees. More skilled employees:

- Are more likely to do the correct thing the first time and make fewer mistakes
- Are more likely to 'get the best' out of machines
- Tend to be more independent workers
- Are more motivated because they know why what they are doing is

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important to the overall business and they might be less likely to leave their jobs.

There are also significant financial incentives for employers offering learnerships. These take the form of:

- **Cash Grants**

A cash grant reflecting the basic cost that will be incurred for the learnership will be provided to an employer by their SETA. The employer must contact their SETA first to determine if they are eligible for a learnership grant. The learnership grants are discretionary, and a SETA will only pay these to an employer if they have adequate funds available

- **Tax Incentives**

An employer also qualifies for tax incentives if the learnership agreement is registered formally with their SETA. Employers are eligible for two tax incentives, one at the beginning of the learnership and one at the successful completion of the learnership. Employers should consult the SARS website [www.sars.gov.za](http://www.sars.gov.za) or their SETAs for further information on the tax incentives available.

### ***Benefits to the learner***

- Through a learnership, the learner achieves a nationally recognised qualification
- The learner gains work experience, thus improving his/her chances of finding employment after the learnership is completed
- The work experience gained during the learnership could assist the learner to be more successful in establishing his/her own business
- The learner has active links within the employment network, thus increasing his/her likelihood of finding employment.

### **How can I implement a learnership?**

The following steps have to be taken before the implementation of a learnership:

- ***Choose a learnership***

As a training provider you have to determine which learnerships you can provide training for. A list of available learnerships can be accessed from the Department of Labour's website at [www.labour.gov.za](http://www.labour.gov.za)

- ***Ensure you are accredited***

As a training provider, you need to ensure that you are accredited with a SETA in order to provide training for a learnership. Non-accredited training providers cannot implement learnerships. A prerequisite for accreditation as a

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training provider will be that you have developed a curriculum for the learnership(s) according to standards as prescribed in the South African Qualifications Authority Act, 1995 and that you follow sound education and training and development practices. You also need to register as an Education and Training Development Practitioner

- **Identify employers**

Once you have determined which learnerships you are able to provide training for, you need to ensure that you have identified suitable employers that are able to provide relevant workplace learning

- **Agree on the recruitment and selection of learners**

Once you have identified potential employers, you need to reach agreement with them on the number of learners they will employ, the selection criteria for learners, and the recruitment and selection of learners

- **Recruit and select learners**

Learners can be people that are already employed by their employers (18.1 learners), or they can be unemployed people (18.2 learners). The Department of Labour is able to assist with the recruitment and selection of unemployed learners. Please ask your nearest labour centre for the brochure on recruitment and selection services offered by Department of Labour

- **Sign a learnership agreement**

Before starting the learnership, you need to ensure that a learnership agreement is signed by the employer, the learner and your organisation.

The learnership agreement is a legal contract that binds an employer, a learner and a training provider into a relationship for the duration of the learnership. It specifies:

- What learning outcomes must be achieved
- Employer's responsibilities and rights
- Learner's responsibilities and rights
- Rights and responsibilities as a training provider.

The training provider has the right of:

- Access to the learners' books and learning material and the workplace, if required.

The training provider is responsible for:

- Giving the training set out in the learnership
- Supporting the learner
- Keeping records of training provided
- Assessing learner competence as outlined in the learnership
- Reporting to the employer.

The employer must also sign an employment contract with the learner for the duration of the learnership, which must comply with the ministerial determination on learnerships, unless the learner was already employed by the employer before the learnership, in which case the existing employment contract will still apply

- **Registration of learnership agreement.**

The training provider must make sure that the learnership agreement has been registered by a relevant SETA before commencing with training.

- **Start the training for the learnership**

Training must commence on the date agreed upon between the employer, learner and training provider, as outlined in the learnership agreement.

### How do I obtain more information?

If you are interested in implementing a learnership, you can obtain more information from the SETAs.

### Contact details of SETAs:

No	Name	Numbers	Email	Address
1.	<b>FASSET</b> Financial and Accounting Services <b>Contact:</b> Cheryl James (CEO)  Nawaal Patel (ETQA + L/S Manager)	Tel: 011 476 8570 Fax: 011 476 5756	cheryl.james@fasset.org.za nawaal.patel@fasset.org.za  www.fasset.org.za	<b>Postal</b> PO Box 6801 CRESTA 2118  <b>Street</b> Block A 306 3rd Floor Eva Office Park Cnr Beyers Naude and Judges Avenue Blackheath JOHANNESBURG
2.	<b>BANKSETA</b> Banking Sector Education and Training Authority <b>Contact:</b> Frank Groenewald (CEO) Daphne Hamilton (ETQA) Sandra Dunn (L/S)	Tel: 011 805 9661 Fax: 011 805 8348	frankg@bankseta.org.za daphneh@bankseta.org.za sandrad@bankseta.org.za  www.bankseta.org.za	<b>Postal</b> PO Box 11678 VORNA VALLEY 1686  <b>Street</b> Block 6 Thornhill Office Park 94 Bekker Road Vorna Valley MIDRAND

No	Name	Numbers	Email	Address
3.	<b>CHIETA</b> Chemical Industries Education and Training Authority <b>Contact:</b> Derek Pooe (Act. CEO) Mariam Christopher (L/S) Shidi Mogonare (ETQA)	Tel: 011 726 4026 Fax: 011 726 7777	dpooe@chieta.org.za  mchristopher@chieta.org.za  smogonare@chieta.org.za  www.chieta.org.za	<b>Postal</b> PO Box 961 AUCKLAND PARK Richmond 2092  <b>Street</b> No 2 Clarsmart Road Richmond JOHANNESBURG
4.	<b>CTFLSETA</b> Clothing, Textiles, Footwear and Leather Sector Education and Training Authority <b>Contact:</b> Dr Hoosen Rasool (CEO) P.K Naicker (ETQA)	Tel: 031 702 4482/3/4 Fax: 031 702 4113	hoosen@ctflseta.org.za  ajw@intekom.co.za  www.ctflseta.org.za	<b>Postal</b> PO Box 935 PINETOWN 3610  <b>Street</b> 3rd Floor Umdoni Centre 28 Crompton Street PINETOWN
5.	<b>CETA</b> Construction Education and Training Authority <b>Contact:</b> Tebogo Thejane (CEO) Jerry Modise (L/S) Gerard Smith (ETQA)	Tel: 011 265 5900 Fax: 011 265 5924	ceo@ceta.co.za  jerry@ceta.co.za  gerard@ceta.co.za  www.ceta.co.za	<b>Postal</b> Box 1955 HALFWAY HOUSE 1685  <b>Street</b> 1st Floor Unit 5 Momentum Business Park Old Pretoria Main Road MIDRAND
7.	<b>ETDP SETA</b> Education, Training and Development Practices Sector Education and Training Authority <b>Contact:</b> Nombutelo Nxesi (CEO) Tshinyiwaho Phidane (L/S) Albert Mathebula (ETQA)	Tel: 011 807 5621 Fax: 011 807 7490	nombulelon@etdpseta.org.za  tshinyiwahop@etdpseta.org.za  albertm@etdpseta.org.za  www.etdpseta.org.za	<b>Postal</b> PO Box 5734 RIVONIA 2128  <b>Street</b> Coombe Place Building 10 Tuscany Office Park RIVONIA
8.	<b>ESETA</b> Energy Sector Education and Training Authority <b>Contact:</b> Bafana Ngwenya Walter Langhinnerich Johan Swanepoel	Tel: 011 689 5300 Fax: 011 689 5342/40	bafanan@eseta.org.za  walterl@eseta.org.za  johans@eseta.org.za  www.eseta.org.za	<b>Postal</b> PO Box 5983 JOHANNESBURG 2001  <b>Street</b> 35 Prichard Street 1066 Old Mutual Building 19th Floor JOHANNESBURG 2000

No	Name	Numbers	Email	Address
9.	<b>FOODBEV</b> Food and Beverages Manufacturing Industry Sector Education and Training Authority <b>Contact:</b> Ravin Deonnarian (CEO) Blanche Engelbrecht (L/S) Krappie Eloff (ETQA)	Tel: 011 802 1211 Fax: 011 802 1518	ravind@foodbev.co.za  blanchee@foodbev.co.za  krappie@foodbev.co.za  www.foodbev.co.za	<b>Postal</b> PO Box 245 GALLO MANOR 2052  <b>Street</b> The Woodlands Building 23 2nd Floor Woodlands Drive WOODMEAD
10.	<b>FIETA</b> Forest Industries Sector Education and Training Authority <b>Contact:</b> Smangalisom Mkhwanazi (CEO) Monika Erasmus (L/S) Alwyn Jackson (ETQA)	Tel: 011 712 0600 Fax: 011 339 1166	smangalisom@fieta.org.za  monikae@fieta.org.za  alwynj@fieta.org.za  www.fieta.org.za	<b>Postal</b> Box 31276 BRAAMFONTEIN 2017  <b>Street</b> 7th Floor Rennies House 19 Amershoff Street BRAAMFONTEIN
11.	<b>HWSETA</b> Health and Welfare Sector Education and Training Authority <b>Contact:</b> D. C. Cronje (Act. CEO) Vuyani Nkalitshane (L/S) Bheki Zulu (ETQA)	Tel: 011 622 6852 Fax: 011 622 4460	ceo@hwseta.org.za  vuganin@hwseta.org.za  bhekiz@hwseta.org.za  www.hwseta.org.za	<b>Postal</b> Private Bag X15 GARDEN VIEW 2047  <b>Street</b> 10 Brandford Road Cnr . Brandford and Smith Street BEDFORDVIEW
12.	<b>ISETT</b> Information Systems, Electronics and Telecommuni-cations Technologies <b>Contact:</b> Oupa Mopaki (CEO) Jabu Sibeko (L/S) Sidney Mudau (ETQA)	Tel: 011 805 5115 Fax: 011 805 6833	oupa.mopaki@isettseta.org.za  jabu.sibeko@isettseta.org.za  sidney.mudau@isettseta.org.za  www.isettseta.org.za	<b>Postal</b> PO Box 5585 HALFWAY HOUSE 1685  <b>Street</b> Gallagher House 19 Richards Drive MIDRAND
13.	<b>INSETA</b> Insurance Sector Education and Training Authority <b>Contact:</b> Mike Abel (Act. CEO) Aubrey Moseki (L/S) Glen Edwards (ETQA)	Tel: 011 544 2000 Fax: 011 484 0862	mike.abel@inseta.org.za  aubrey.moseki@inseta.org.za  glen.edwards@inseta.org.za  www.inseta.org.za	<b>Postal</b> PO Box 32035 BRAAMFONTEIN 2017  <b>Street</b> Oakhurst 11 St Andrews Road BRAAMFONTEIN 2195

No	Name	Numbers	Email	Address
14.	<b>LGSETA</b> Local Government, Water and Related Services Sector Education and Training Authority <b>Contact:</b> Sidwell Mofokeng (CEO) Pauline Matthaela (ETQA)	Tel: 011 456 8579/62 Fax: 011 450 4948	wandan@lgseta.co.za sidwellm@lgseta.co.za paulinem@lgseta.co.za www.lgseta.co.za	<b>Postal</b> PO Box 1946 BEDFORDVIEW 2008  <b>Street</b> 4/6 Corporate Park Building 20 Skeen Boulevard BEDFORDVIEW
15.	<b>MAPPP</b> Media, Advertising, Publishing, Printing and Packaging <b>Contact:</b> Melany Barnard-Fryer (CEO) Amier Mohammed (L/S) Ralph Williams (ETQA)	Tel: 021 949 1463 Tel: 011 699 3060/1 Fax: 021 949 1468 Fax: 011 699 3066	melany@mapppp-seta.co.za amier@mapppp-seta.co.za ralph@mapppp-seta.co.za www.mapppp-seta.co.za	<b>Postal</b> PO Box 1084 HONEYDEW 1040  <b>Street</b> 1050 Printech Avenue Lazer Park HONEYDEW
16.	<b>MQA</b> Mining Qualifications Authority <b>Contact:</b> Liwhuwani Nengovhela Xolisa Ngikelana (L/S) Keith Charles (ETQA)	Tel: 011 630 3500 Fax: 011 832 1027	nicolej@mqa.org.za xolisan@mqa.org.za keithc@mqa.org.za www.mqa.org.za	<b>Postal</b> Private Bag X118 MARSHALLTOWN 2017  <b>Street</b> Union Corp Building 78 Marshall Street MARSHALLTOWN
17.	<b>MERSETA</b> Manufacturing, Engineering and Related Services Education and Training Authority <b>Contact:</b> Raymond Patel (CEO)	Tel: 011 544 1316 Fax: 011 484 9319	bvanstraaten@merseta.org.za www.merseta.org.za	<b>Postal</b> PO Box 61826 MARSHALLTOWN 2107  <b>Street</b> 3rd Floor Metropolitan Park 8 Hilside Road PARK TOWN
19.	<b>SASSETA</b> Police, Private Security, Legal and Correctional Services <b>Contact:</b> Vuyelwa Penxa (CEO) Themba Mhlambo (L/S) Anika Jacobs (ETQA)	Tel: 011 805 0084 Fax: 011 805 6630	vpenxa@poslecseta.org.za tmhlambo@poslecseta.org.za ajacobs@poslecseta.org.za www.poslecseta.org.za	<b>Postal</b> PO Box 7612 HALFWAY HOUSE 1685  <b>Street</b> 19 Richards Drive Gallagher Estate MIDRAND

No	Name	Numbers	Email	Address
20.	<b>AGRISETA</b> Primary Agriculture Education and Training Authority <b>Contact:</b> Machiel van Niekerk (CEO)  Fanny Phetla (L/S) Tebogo Mmotla (ETQA)	Tel: 012 325 1655 Fax: 012 325 1677	machiel@paeta.co.za www.agriseta.org.za	<b>Postal</b> PO Box 26024 ARCADIA Pretoria 0007  <b>Street</b> Paeta Building 52 Belvedere Street ARCADIA
21.	<b>PSETA</b> Public Service Sector Education and Training Authority <b>Contact:</b> Renee Deschamps (CEO) Lawrence Tsipane	Tel: 012 314 7208 Fax: 012 323 2386	renee@pseta.gov.za  lawrencet@dpsa.gov.za	<b>Postal</b> Private Bag X916 PRETORIA 0001  <b>Street</b> Transvaal House Cnr Vermeulen and Van der Walt Streets PRETORIA
23.	<b>SERVICES</b> Services Sector Education and Training Authority <b>Contact:</b> Ivor Blumenthal (CEO)	Tel: 011 715 1800 Fax: 011 726 4416		<b>Postal</b> PO Box 3322 HOUGHTON 2040  <b>Street</b> 14 Sherbourne Road PARKTOWN
25.	<b>THETA</b> Tourism and Hospitality Education and Training Authority <b>Contact:</b> Mike Tsofetsi (CEO)	Tel: 011 803 6010 Fax: 011 803 6702	mike@theta.org.za	<b>Postal</b> PO Box 1329 RIVONIA 2128  <b>Street</b> HITB 38 Homestead Road RIVONIA
26.	<b>TETA</b> Transport Education and Training Authority <b>Contact:</b> Dr. Piet Bothma	Tel: 011 781 1280 Fax: 011 781 0200	piet@teta.co.za	<b>Postal</b> PO Box 1283 JOUBERT PARK 2044  <b>Street</b> 2nd Floor 344 Pretorius Street RANDBURG
27.	<b>W&amp;RSETA</b> Wholesale and Retail Sector Education and Training Authority <b>Contact:</b> Joel Dikgole	Tel: 012 452 9200 Fax: 012 452 9229		<b>Postal</b> PO Box 9809 CENTURION 0046  <b>Street</b> Werseta House 224 Witch-Hazel Street Highveld Technopark CENTURION

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## ***Provincial Offices of the Department of Labour***

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Welkom Tel: (057) 391 0200

Zastron Tel: (051) 673 1471

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Garankuwa	Tel: (012) 702 4525
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Vryburg	Tel: (053) 927 5221

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Paarl	Tel: (021) 872 2020
Somerset West	Tel: (021) 852 2535
Vredenburg	Tel: (022) 715 1627
Worcester	Tel: (023) 347 0152

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