



Overview

In terms of Chapter 3 (Section 10) of the Skills Development Act, 97 of 1998 one of the functions of the SETA's is to monitor and quality assure training that is taking place within their sectors. It is in line with the provisions of this Act that the SASSETA will on an ongoing basis conduct Monitoring and Evaluation visits to training sites and workplaces that are implementing training programmes within the Safety and Security Sector and areas of its immediate training scope.

Procedures

Monitors will establish contact with the workplace or site to be monitored and agree a monitoring schedule. Confirmation in writing will be provided to all those involved in the monitoring process, at least 5 working days in advance of the monitoring schedule.

The monitoring team will consist of SASSETA Learnerships Department personnel..

Pre monitoring Briefing

Briefing will be based on an explanation of the monitoring and evaluation process to be implemented on site.

This briefing will occur by arrangement with the workplace representatives.

Monitoring Resources

All required resources will be detailed and costed at the planning stage and will be approved in writing by SASSETA.

Interviews and Feedback

Interviews will be conducted between the monitor, learner representatives, and the workplace person responsible for managing the learnership process regarding all issues of compliance.

Feedback will also take place between the monitor, the learner representatives and the employer. All feedback issues will be documented and signed off.

Reporting

Reports of all monitoring visits will be made by and signed off by the monitor. Reports will include the following:

- Monitor's name
- Date and Venue
- Monitoring Site Details
- Workplace Contact Details
- Completed Checklist
- Recommendations
- Action plans
- Compliance Status

Compliance follow up

Where issues of non-compliance are agreed a compliance follow up report is required. This report can be the result of documented affirmation of required actions carried out and by whom, or as a result of a follow up site visit, in which case a follow up report will be issued by the monitor, as detailed in the procedure on reporting.

Enforcement and Legal Proceedings

Chapter 10 (ss 63-81) of the Basic Conditions of Employment Act 1997 (75 of 1997) is applicable.

SASSETA MONITORING CHECKLIST RECORD	
Company/Department Name	

Address	
Telephone Number	
e-mail	
Date	
Monitor Name	
Monitor Signature	
Learner Name	
Learner Signature	
Mentor Name	
Mentor Signature	
Workplace Responsible Person Signature	

Name of Internship:		
1. Internship Contract signed and available	Yes	No
2. Learner receiving monthly stipend	Yes	No
3. Learner works ordinary hours of work in terms of the BCEA (75 OF 1997)	Yes	No
4. Learner leave arrangements are in line with the BCEA (75 of 1997)	Yes	No
5. Learners are trained in terms of the Internship contract	Yes	No
6. Learners timesheets maintained		
7. Learners are assigned mentors	Yes	No
8. Learners are provided with adequate support & guidance at work	Yes	No
9. Learners provided with appropriate facilities in accordance with the workplace component of learning	Yes	No
10. Employer periodically discuss progress with the learner		
11. Training records of learners maintained		
12. Practical Training Management Plan in Place	Yes	No

13. Learners are exposed to different departments	Yes	No
14. Learners are informed of the employer's policies and procedures	Yes	No
15. General Comments		