

Mining Qualifications Authority
7 Anerley Road
Parktown, Johannesburg
Private Bag X118, Marshalltown, 2107
Tel: 010 593 1916
Email: info@mqa.org.za



Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Disability Project

Evaluator's Checklist

COMPANY NAME:

Date:

Document Number:
MQA/LP/002
Issue Date: **03/04/2013**
Revision: 5

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Employer Name	
Skills Development Levy Number (SDL)	L
Employer Official/s	
Employer Address Details	
Physical:	
Postal:	
Cell:	
Tel:	
Fax:	
Website:	
TRAINING PROVIDER NAME	
Accreditation number:	
Tel:	
Cell:	
E-mail:	
Date	

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Purpose of the visit

Ensure communication between Employers, Learners and the MQA

- Verify Learnership Implementation at the Employer;
- Verify the number of Learners for which grants are disbursed;
- Interact and get Learner concerns;
- Interact and get Employer concerns

Note: The approach to be taken by the MQA is developmental in nature. The spirit of the visit is not to police, judge or penalize but to work with the Employers in ensuring best practices in the Mining and Minerals Sector and to ensure that the interests of all parties are protected.

Purpose of the Checklist

- What is this document about?**
- Outline the criteria and evidence requirements for Employers who have Learners registered with the MQA
 - Provide the Evaluator with a basic tool for evaluation of the Employer against the set criteria
-

- What must the Evaluator look at?**
- When the Evaluator visits the Employer he or she must look at the evidence that has been gathered to demonstrate compliance to the criteria. The depth and breadth of evidence required can depend on the following:
- whether the employer is applying for the first time to enter the Learnership system;
 - whether the employer already has learners in the system; and
 - the history of past Learners with the Employer.
-

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

How should the Evaluator view the criteria?

The criteria for the monitoring and evaluation of employers have been chosen to:

- reflect the spirit of the legislative requirements for the employers and trainers of learners;
- encourage the development of best business practice in the training and employment of Learners;
- encourage the provision of a workplace conducive to structured workplace learning; and
- to avoid appearing punitive in nature.

N.B. These criteria are not exhaustive

Interpreting the criteria and Evaluation tool

Minor Non-compliance

A '**Minor**' classification would be indicative of a specific non-compliance which, in its own right, would not indicate a workplace based situation, which would prevent the learner from either learning or completing their learning programme successfully.

Major Non-compliance

A '**Major**' classification would be indicative of a specific non-compliance which, in its own right, would indicate a workplace based situation, which would prevent the learner from either learning or completing their learning programme successfully.
A number of minor compliances can be combined in order to form a '**Major**' when it can be shown that the concurrent occurrence of such minors prevents the learner from learning or from successfully completing the learning programme.

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Please Note: Preparation required from the Company Implementing Learnership before the Visit:

: The Learners and the below documents must be ready on the day of a visit for verification:

1. Portfolio of evidence/learner file.

- Total number of learners hosted by Employer
- No's of unemployed & employed learners
- No of active Learners
- Number completed Learners
- Number & names of terminated Learners
- Average duration of learnerships

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Criterion A Compliance to the Skills Development Act and Sectoral Determination

No.	Conforming Requirement	Evidence Submitted			Compliance (Tick One)		
					Yes	No (Minor)	No (Major)
1	Total number of allocated learners	Males	Females	Total			
	Category of learners	Males	Females	Total			
	African						
	White						
	Coloured						
	Indian						
	People with Disability						

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

2	<p>Learner's Portfolio of Evidence</p> <ul style="list-style-type: none"> - Pre-assessment - Assessment Report - Moderation Report - Certified ID copies of learners - Attendance registers - Learner qualifications - Learner CVs <p>Record of learner assessment and performance</p>				
3	<p>Workplace suitability to accommodate learners and address specific outcomes to be achieved</p>				
4	<p>Appropriate and adequate facilities, tools and equipment available in accordance to the qualification and units standards undertaken by the learners</p>				
5	<p>The Learners works for the employer as part of the learning process</p>				
6	<p>The Employer allows the learner to attend off-the-job training during working hours and it is linked with the Theory</p>				

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

7	There are records of relevant workplace experience				
8	There are records of relevant workplace assessment				
9	There are records of learner attendance of theoretical learning sessions and participation in work activities on site				
10	Employers and learners have progress discussions and progress discussions signed by the training provider and learner				
11	Learners have enough mentors who are qualified in the qualification, trades, occupations and/or professions concerned <ul style="list-style-type: none"> • Mentors' certified copies of qualifications in line with unit standards undertaken by learners • Mentors' CVs • The mentor-learner ratio is observed (reasonable ratio) 				
12	Learners are aware of their rights and obligations in the Learnership Agreement. Employers and learners have documented induction process				
13	Unemployed learners are aware of their rights in terms of the learner allowances and other conditions of employment				

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Summary of Findings	
Recommendations	

Criterion B

Compliance to the MQA Learnership Agreements Requirements

No.	Conforming Requirement	Evidence Submitted	Compliance (Tick One)		
			Yes	No (Minor)	No (Major)
1	The employer has current implementation plan and it identifies the learning that must occur as part of the structured workplace learning on and off the job components for the implementation of the Learnership Programme				

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

2	The Employer has Learnership Induction Programme in place (provide evidence)				
3	The Employer has the capacity to accommodate the number of learners in relation to the implementation plan				
4	There is a current active employment contract between the employer and the Learner. (unemployed learners 18.2)				
5	There is an assessment management plan				
6	Learners are on track in relation to the learnership training plan				
7	There is capacity for coaching and mentoring in the workplace				
8	The Employer, Learner and the Training Provider have a copy of signed learnership agreements				
9	Is the Learner aware and have a copy of a Training Plan				
10	The learner has been issued with the MQA registered Learnership Agreement				

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Summary of findings	
Recommendations	

Criterion C

Compliance to the Basic Conditions of Employment Act and Sectoral Determination

No.	Conforming Requirement	Evidence Submitted	Compliance (Tick One)		
			Yes	No (Minor)	No (Major)
1	Proof of payment for stipend learners are not paid less than the minimum allowance				
2	Termination of Learnership Agreements are communicated to the MQA within seven days of the termination				
3	Learners do not work more than 45 hours per week				
4	The Employer only makes deductions, agreed to, from the learner allowances and as stated in the Learner employment contract.				

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

	Summary of findings	
	Recommendations	

Criterion D Compliance to the Labour Relations Act

No.	Conforming Requirement	Evidence Submitted	Compliance (Tick One)		
			Yes	No (Minor)	No (Major)
1	The Employer has disciplinary and grievance procedures in place				
Summary of findings					

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Recommendations	
------------------------	--

Criterion E

Compliance to the Occupational Health and Safety Act

No.	Conforming Requirement	Evidence Submitted	Compliance (Tick One)		
			Yes	No (Minor)	No (Major)
1	The employer has health and safety policy and procedures in place				
2	Learner is aware of the workplace health and safety policy and procedures				
3	The Employer has a Health & Safety Representative and all employees are aware				
Summary of findings					

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Recommendations	
------------------------	--

Criterion F

Compliance to the Compensation for Occupational Injuries and Diseases Act

No.	Conforming Requirement	Evidence Submitted	Compliance (Tick One)		
			Yes	No (Minor)	No (Major)
1	Learners are aware of the policy and procedures to follow in the event of an accident or injury when on duty				
Summary of findings					
Recommendations					

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Quantitative Summary

Rubric

Score:	Interpretation
1	No criteria met
2	Presence of a major non-compliance issue
3	Some criteria met, a number of minor compliance issues
4	Most criteria met, minimal minor non-compliance issues
5	All compliance criteria met, no minor findings, no major findings

Score

Criterion	Score
Criterion A: Compliance to the Skills Development Act	5
Criterion B: Compliance to the MQA Learnership Requirements	5
Criterion C: Compliance to the Basic Conditions of Employment Act	5
Criterion D: Compliance to the Labour Relations Act	5
Criterion E: Compliance to the Occupational Health and Safety Act	5
Criterion F: Compliance to the Compensation for Occupational Injuries and Diseases Act	5

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Evaluation Results

**Positive
Evaluation
Report**

This occurs when there are no major non-compliances noted and any minor non-compliance/s noted are of such a nature that the risk of the learner not learning or completing their learning programme is small to negligible.

**Concerned
Evaluation
Report**

This occurs when there are minor non-compliances, either singularly or in combination, which indicate that there exists a risk that the learner is or will not be able to learn or complete their learning programme, if such non-compliances are not rectified.

**Negative
Evaluation
Report**

This occurs when there is a single or multiple major non-compliance/s noted, or when a number of minor non-compliances together indicate the presence of a major non-compliance. An adverse Evaluation report is indicative of a situation where workplace related factors preclude the learner from learning and / or from completing the learning programme at all.

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

Closing Remark

Mining Qualifications Authority

Learnership Implementation Site Visits: Employer Criteria

Evaluator's Checklist

<p>Signatures:</p> <p>MQA Official : _____</p> <p>_____</p> <p>_____</p> <p>Employer Official: _____</p> <p>_____</p>	
--	--