



## **GUIDELINE FOR REGISTRATION OF A WORKPLACE BASED LEARNING PROGRAMME AGREEMENTS**

<b>No.</b>	<b>ITEMS</b>	<b>DETAILS</b>	<b>INFORMATION</b>
1.	<b>Workplace Based Learning Programme Agreement</b>	Initial each page (Provider, Employer & Learner)	Compulsory
		Full signature at the last page of the agreement (3 parties, Provider, Employer & Learner)	Compulsory
		Commencement date should be within one month from the submission date for registration and WBLP agreement should be within 30 working days of the learner signature date	Compulsory
		Capture learners contact details	Compulsory
		Verify Company (if is the levy payer)	Compulsory
		Verify Training Provider (if it is accredited)	Compulsory
2.	<b>Clear Certified ID copy</b>	Administrator to use ID copy when registering	All names in the ID document must be captured and verify if captured correctly on the Workplace Based Learning Agreement
3.	<b>Certified copy of Highest Qualification</b>	With school letter head or stamp	Compulsory
4.	<b>18.1 Contract of employment or Record of service or Confirmation letter</b>	With Company letter head. Entity to confirm that the learner is permanently employed. The record of employment must indicate the dates.	Compulsory

5.	<b>18.2 Fixed term contract and Confirmation letter</b>	With Company letter head. Entity to confirm that a learner is indeed unemployed before commencement of the contract learnership and not employed elsewhere.
6.	<b>Training Plan</b>	Per learner
7.	<b>Primary Seta</b>	Non-MQA learnership, registration confirmation letter from the primary Seta.
8.	<b>Recognition of Prior Learning (A/RPL)</b>	All Recognition of Prior Learning (RPL) learners are accompanied by a letter signed by the employer outlining the learner's competencies. This documentation is essential to verify the learner's prior experience and skills as part of the RPL process.

**THE WORKPLACE BASED LEARNING PROGRAMME AGREEMENT REGULATIONS, 2018 REQUIRE THAT ALL FIELDS IN THE AGREEMENT MUST BE COMPLETED (NO BLANK FIELDS). THE DATA CAPTURERS MUST ENSURE THAT ALL LEARNER DETAILS (NAMES APPEAR SAME WAY AS ON IDENTITY DOCUMENT, ID NUMBER IS ALL 13 DIGITS, CONTACT DETAILS, DATE OF BIRTH, STATUS, QUALIFICATION/TRAINING DETAILS ARE CORRECTLY CAPTURED ON THE LEARNING MANAGEMENT SYSTEM (LMS) AND THE SIGNED AGREEMENT. NO EMPLOYER OR TRAINING PROVIDER DETAILS SHOULD BE CAPTURED WHERE LEARNER INFORMATION IS REQUIRED.**

