



mictseta MEDIA, INFORMATION AND COMMUNICATION TECHNOLOGIES
SECTOR EDUCATION TRAINING AUTHORITY

Accelerating quality skills towards an information savvy society

Criteria and Guidelines for the Establishment of the Training Committee

2016/17

Introduction

The Skills Development Regulations that were published in Government Gazette Number 22398 of 2001 states that employers with 50 or more employees need to establish a Training Committee for active participation in workplace skills development matters. It is therefore very important for employers to ensure that Training Committees are established in workplaces and that they actively and effectively carry out their responsibilities. In the case where an employer has a recognition agreement with a trade union/s, there must be representation by the trade union/s in the Training Committee, evidence of trade union/s consultation with regards skills development matters, and joint sign-off of the Annual Training Report (ATR), Workplace Skills Plan (WSP) and PIVOTAL Training Plan (PTP) before submission to the SETA.

Composition of the Training Committee

The Training Committee must comprise three constituent parties, namely the employer representatives, the employee representatives and the union representatives (where applicable). The Skills Development Facilitator (SDF) remains a critical member of the Training Committee at all times. The number of employee and employer representatives may be equal; however, the employer representatives must not be more than the employee representatives. At least one employee representative must represent one of the Major OFO codes presented in the below, unless there are no employees in the major OFO category.

- Managers
- Professionals
- Technicians and Associate Professionals
- Clerical Support Workers
- Service and Sales Workers
- Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers
- Plant and Machine Operators and Assemblers
- Elementary Occupations

The employee representative must be an employee of the organisation who is nominated or elected by the employees, and must not be in a management position. The employee representative's responsibility is to discuss the skills development matters with employees within the organisation, and present employee skills development requirements and aspirations to the Training Committee for discussion and/or implementation. It is important to note that although the SDF is a critical member of the Training Committee, he/she cannot be nominated as the employee or employer representative. The SDF must play a coordination and advisory role and remain objective at all times.

Responsibilities of the Training Committee

Using The South African Labour Market Guide^[1] as a guide, the MICT SETA will adopt the following as being the responsibilities of the Training Committee. It should be noted that it is at the discretion of the Training Committee to place some of these responsibilities partially or wholly on the SDF. The Training Committee must:

^[1] Ibid.

- Ensure that the organisation has a Training Policy and that it is in line with the regulations as laid down by the Skills Development Act.
- Ensure that the development and implementation of the Workplace Skills Plan is aligned to the strategic Mission and Vision of the organisation.
- Keep the envisaged training and development of employees in the organisation abreast with the long-term transformation objectives of the organisation.
- Ensure that the Workplace Skills Plan is aligned to the Employment Equity Plan and Business Plan of the organisation.
- For the benefit of the organisation, take cognisance of BBBEE requirements.
- Establish training priorities for the organisation based on its short and long term needs.
- Align training to the MICT Sector Skills Plan, learnerships, career pathways, accredited national qualifications, etc.
- Communicate the completed Workplace Skills Plan to other employees in the organisation.
- Monitor the implementation of the Workplace Skills Plan.
- Periodically revise the Workplace Skills Plan.
- Implement the development of employees in the organisation and the strategies of the organisation fairly and equally.
- Acquire/identify the required resources to evaluate the training programs in the organisation.
- Evaluate the skills development needs of the employees and organisation and continually evaluate the implementation of identified needs.
- Develop and implement external and internal skills development strategies.
- Monitor the progress of the skills development of the organisation.
- Monitor the implementation of the WSP.
- Develop and implement correctional actions where required.
- Ensure that the skills needs of the organisation are identified.
- Ensure that all staff has been classified according to the Organising Framework for Occupations.
- If required, ensure that there is a skills performance system in the organisation.
- If and where required, ensure that there is an individual development pathway for all employees, as well as the skills requirement and learning pathway.
- Where applicable, ensure that a portfolio of evidence has been developed for all employees that receive training in the organisation.
- Ensure that at least all of the Mandatory Grant is spent on skills development.