



**MICTSETA**

Media, Information And  
Communication Technologies  
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

## **Guidelines for the Establishment of the Training Committee Guidelines**

***An employer with 50 or more employees has to establish a Training Committee and ensure its active participation with regards to skills development matters within an organisation.*** As stated above, in the case of an employer who has a recognition agreement with a trade union/s, evidence must be provided that the ATR/PTR and WSP/PTP have been subjected to consultation with the recognised trade union/s and the ATR/PTR and WSP/PTP must be signed off by the labour representative appointed by the recognised trade union.

### **Composition of the Training Committee**

The Training Committee must comprise three constituent parties: the employer representative, the employee representative and union representative (where applicable). The SDF remains a critical member of the Training Committee at all times. The number of employees and employer representatives must be equal. **No employee representative shall be a manager.** At least one employee representative must represent each of the Major OFO categories below, unless if there are no employees in some of the categories.

- 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 by fellow employees, **and must not be in a management position.** The employee representatives must discuss the training and development needs with their fellow employees and present them to the Training Committee for discussion and/or implementation. **The SDF can neither be the employee nor the employer representation.**