

ETQA STAKEHOLDER CAPACITY BUILDING SESSION

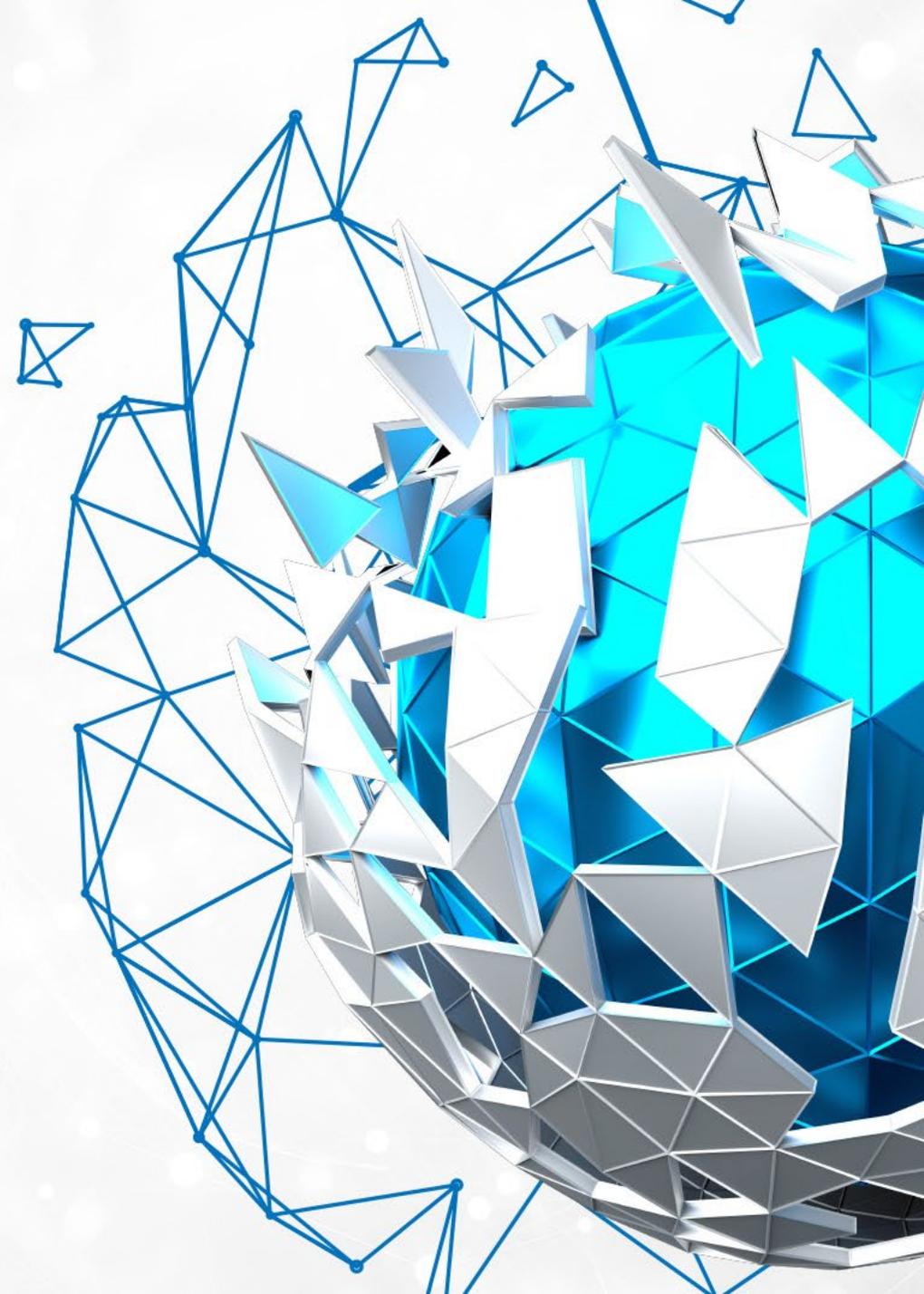
22 August 2025
MS TEAMS



MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES



AGENDA

Item	Person Responsible	Time
Welcome and Introduction	Ms Mokgadi Masekela	10:00 – 10:05
Enhancing Quality In Programme Delivery	Ms Mokgadi Masekela	10:05 – 10:20
LMIS Training	Mr Timothy Chuene/Mr Noko Mojela	10:20 – 11:30
Questions	Ms Mokgadi Masekela	11:30 – 12:20
Closure	Ms Mokgadi Masekela	12:20 – 12:30

WELCOME AND INTRODUCTION

- ❑ The MICT SETA welcomes stakeholders to the capacity building session.
- ❑ The session aims to capacitate stakeholders on the Workplace Approval Policy as Workplace Approval is a new process that the MICT SETA will be introducing in line with the implementation of Occupational Qualifications. In addition, the stakeholders will be trained on the use of the Learner Management System.
- ❑ All participants must be muted – kindly post all questions in the chat box and an ETQA representative will attend to the question. Please include your email address so that support can be provided to you after the session if your query can not be resolved during the session. At the end of the presentation, you will have an opportunity to unmute and raise questions.

Workplace Approval Policy

Presentation by: Ms Lesha Singh



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PURPOSE OF THE POLICY

- Workplace learning is a critical component of occupational qualifications. It is therefore necessary to have approved workplaces that learners can be placed at to complete their workplace modules.
- The MICT SETA Workplace Approval Policy provides guidelines for workplace approval of learning sites.
- The policy establishes national standardised criteria for workplace learning.
- Ensures compliance with legislative and quality standards.

Applicability

This policy is applicable to:

- Skills Development Providers
- ETD Practitioners
- MICT SETA Employees
- Fixed sites, temporary sites and mobile workshops

LEGISLATIVE AND REGULATORY FRAMEWORK

- Constitution of South Africa (1996)
- NQF Act (2008)SAQA Act (1995)
- Skills Development Act (1998)
- PAJA (2000)
- National Standardised Artisan Learner Workplace Approval Policy

WORKPLACE APPROVAL REQUIREMENTS

- **Legislative:** Legal registration, tax compliance, OHS compliance
- **Quality Management System:** QA policy, QMS, staff policies
- **Workplace Capacity:** Qualified mentors, mentorship agreements
- **Learner Management:** Induction, grievance & support policies
- **Assessment & Moderation:** Workplace assessment procedures
- Reporting on learner progress & attendance
- Safe, secure recordkeeping
- Proof of financial sustainability
- Compliance with OHS and trade-related legislation

OCCUPATION SPECIFIC CRITERIA

- Workplace must support structured work experience
- Provide access to required resources & tools specified in the curriculum document.
- Employ qualified mentors (3 learners per mentor for technical, 5 for non-technical)
- Sustain mentoring throughout qualification duration

WORKPLACE APPROVAL APPLICATION PROCESS

- Workplace Approval Applications is a new process being introduced by the MICT SETA.
- Submit application to MICT SETASLA between SDP & workplace. An online form will be provided on the MICT SETA website.
- Site visit & evaluation within 35 working days
- Written feedback within 20 working days: Approval or Non-approval

MONITORING AND DURATION OF APPROVAL

- The Workplace is Approval valid for curriculum duration or until revoked
- Approved Workplaces will be subjected to annual monitoring visits by MICT SETA as well as unannounced monitoring visits.
- Non-compliance may lead to suspension or revocation of the workplace approval.

WORKPLACE APPROVAL IN CONTEXT

Occupational

- ❑ 70% of the learning is dedicated to "hands on", learning with the combination of practical & workplace training.
- ❑ Qualifications are developed by the industry in partnership with the SETA and QCTO.
- ❑ WBL requirements are clearly defined and articulated in the curriculum.
- ❑ Access to the workplace becomes a bi-product of the development process.
- ❑ Assessment Tools are developed for each stage of learning with emphasis on workplace learning.
- ❑ Process creates proximity to industry and relevance of WBL outcomes to industry needs.

Historical

- ❑ WBL for historical qualifications has been fragmented .i.e. the applicability has not extended across all qualifications.
- ❑ The 30% theoretical, 30% practical and 40% workplace approach has been adopted, however, access to workplaces has proved challenging.
- ❑ As a mitigation, the practical and workplace components have been integrated with simulation serving the purpose of WBL.
- ❑ While this closed the gap, it highlighted that industry were only involved at the end of the process i.e. when WBL was required versus from the development of qualification stage.

LMIS TRAINING



QUESTIONS

