



WESTERN CAPE						
	Name of Centre	Contact Person	Contact Number		Skills Courses Offered	Comments
1	Catholic Welfare Development <i>Economic Development Focus</i> Kevin.roussel@cwd.org.za chairperson@cwd.org.za Lee-ann.Kilian@cwd.org.za	Mr Kevin Roussel (Executive Director) Ms Felicity Harrison (Chairperson - Board) Lee-ann Kilian (Personal Assistant)	021 425 2095 060 685 5749	37a Somerset Rd, Cape Town	Zanokhanyo - Home Management Skills; Home Based Care; Frail Care; Jobstart - Life Skills; Commercial Cleaning; Housekeeping; Food Preparation; Assistant Chef; Waitron; Micro MBA - Entrepreneur Skills Brand New Project - Crafts; Sewing; Embroidery Dunoon Mushroom Production Job Placement assistance given to learners	Accredited with CATHSSETA for: Assistant Chef, Bar Attendant, Cleaner, Laundry Assistant, Room Attendant and Table Attendant - all skills programmes at level 2
2	Salesian Institute <i>Focus on youth and children at risk</i> frpat@salesianyouth.org.za BrClarence@salesianyouth.org.za rector@theinstitute.org.za allison.appleton@salesianyouth.org.za nelly.burrows@salesianyouth.org.za	Ms Allison Appleton (Deputy Director - Programme) Nelly Burrows (Director - Operations & Development) Fr Pat Naughton (Bursar) Br Clarence Watts (Co-ordinator - Ethos & Spirituality)	021 421 3450 084 564 2837 021 425 1428 072 149 1206 021 425 2833 021 425 1450	2 Somerset Rd, Greenpoint, Cape Town, 8001	Youth Employment Skills - Life Skills; Bricklaying; Tiling & Laminated Flooring; Computer Literacy and Office Management; Computer Maintenance and Repair; Learn to Live Independent School of Skills - Life Skills; Craft; Welding; Woodcraft; Panelbeating and Spraypainting; Academic School of Skills - CAPS curriculum Waves of Change Programme - Assisting youth ages 19-26 years to gain employment in sea-fishing industry 16+ Outreach Programme Don Bosco Hostel Job Placement assistance given to learners -YES	Learn to Live Independent School of Skills - registered with the WCED Registered - NGO, NPC, PBO No courses Accredited
3	Etafeni Centre - for Aids affected and vulnerable children and their caregivers. <i>Fit for Life, Fit for Work - unemployed youth in the community</i> peter@etafeni.org.za training@etafeni.org.za stephanie@intermail.co.za barbara@etafeni.co.za nkondiwabrenda@gmail.com finance@etafeni.org.za	Mr Peter Barendse (Project Manager) Ms Brenda Nkondlwana (Training Manager) Barbara Miller (Development Manager) Ms Stephanie Kilroe Stuart Richardson (Finance Manager) (Send invoices to him)	021 386 1516 081 274 7949 073 831 0796 082 890 2555 082 462 1082	Sihume Street, Nyanga also situated in Vrygrond and Limpopo	Fit for Life, Fit for Work - Life Skills; Work Preparedness; Computer Literacy; Driving lessons; Personal Growth and Vocational Training Courses Outsourced - Electrical; Hospitality; Tourism and Customer Service etc Income Generation Programme - Beadwork, Sewing; Embroidery and Patchwork - <i>sold locally and internationally</i> Job Placement assistance given to learners	Have applied for accreditation with Services Seta for the Fit for Life Programme - Had first verification visit from Services Seta - required letter from CIE stating that there were no copyright restrictions with the 'We Shall Overcome' programme being used by Etafeni.

WESTERN CAPE (cont)						
4	Scalabrini Centre - Offering development & welfare services to refugees & South Africans mmadikane@scalabrini.org.za kanyalitsoe@scalabrini.org.za	Miranda Madikane (Director) Kanyalitsoe Malemane Employment Access (Programme Manager)	021 465 6433 083 380 3572 073 417 8155		Computer Literacy; Digital Literacy; Life Skills; Art Therapy; Hospitality; Financial Literacy; English as a Foreign Language; CV & Cover letter writing; Telephone skills; Basic rights at the Workplace & HIV/Aids) Job Placement assistance given to learners	Would like to apply for accreditation with the MICTSETA at the moment registered with ICDL for Computers
5	The Grail Centre - Mthimkhulu Village - DoE-WC established a satellite Boland College (FET) in Kleinmond nandi@grailprogrammes.org.za	Ms Lindia Trout (Project Manager) Ms Nandi Funda (Training Co-ordinator)	028 271 5213 084 954 9435 083 524 6046	15th Ave, Kleinmond	Life Skills; Computer Literacy; Home-based Frail Care; Catering; Early Child Development Training; Chef's Training; Waitron; Red Door (Local Government Partner) - Small Business Development for SMME's - Accredited Pan-African SADC Diploma Course Linked with local government to assist with building of low cost houses - raised R15m to add value to this building project - trained workers to assist in the building of the houses	Boland FET College is registered with the DoE All other courses are outsourced to Seta accredited providers Early Childhood Development - Accredited
6	Kolping Training Centre - Centres in Kalksteefontein (WC) Kwazhekhele (P.E.) Johannesburg Training Centre nationalcoordinator@kolpingsa.co.za kolping4you@vodamail.co.za wop@kolpingsa.co.za	Ms Judith Turner (National Co-ordinator) Head office Ms Laurian Kleinhans (WC) (Co-ordinator) Ms Beatrix van Rooyen (Gaut) (Centre Co-ordinator) Rosemary Miller	021 975 9722 073 102 1827 083 576 4232 011 792 4210 082 497 3030 078 276 2552 021 447 0822	9 Biccard St, Durbanville, Cape Town Kolping House, No. 33, 5th Street, Sonneglans	Computer Literacy; Office Administration Hairdressing; Chefs & Catering; Electrical; Waitron; Welding; Panelbeating; Arts & Crafts; Bricklaying and Paving; Home Based Care (Training outsourced to various accredited providers - depending on availability of funding) Job Placement assistance given to learners	Accredited with SERVICES SETA for: Life Skills and HIV/AIDS only Financial Planning All other programmes are outsourced to accredited providers

NORTHERN CAPE						
6	St Anna's Skills Centre stanna@telkomsa.net	Sr Maria-Antonio	027 712 1503 083 997 4427	R.C. Mission, Matjieskloof, Springbok	Welding, Bricklaying, Carpentry Shop,	Not accredited
7	St Paul's Training Centre fmltaung@lantic.net	Mr Chris Zoller (Centre Manager) Mr Rapelang Nkoro (Co-ordinator)	053 994 1061 073 702 8819 072 104 2461	Hospital Street, Taung	Cabinet Making	Not accredited
8	DOCKDA Rural Dev Agency Skills development in Kuruman District Office in Kimberley and Cape Town gwen@dockda.org.za ncadmin@dockda.org.za	Ms Kerry Soderlund (Acting Director)	031 767 5657	20 Dalham Road, Kimberley 37a Main Road, Mowbray	Leadership Programme - Strengthen Women's skills from Home Based Care organisations through Life Skills; Food Gardens; Gender equality and Grantmaking; knowledge building on the development of children & youth for OVC projects	Seeking accreditation in Life Skills and Home Based Care
KWA ZULU NATAL						
9	Sivile Housing Association Teresa.Olivier@lchospice.org sivile@kokstad.co.za	Teresa Olivier (Centre Manager) Bongiwe Npindiswa (Administrator)	039 727 2164 083 271 7606	Diocese of Kokstad		Accredited with MICTSETA for End User Computing In the process of seeking secondary accreditation for bricklaying with CETA & Assistant Chef with CATHSSETA
10	Kokstad Rural Skills Development - Youth antciro@hotmail.com	Mr Anthony Ciro	039 727 1223 039 727 2239 071 267 5039	Diocese of Kokstad		Linked to the Esanyidi FET College - Kokstad Campus - Woodwork; Carpentry
FREE STATE						
11	Bethlehem Basic Training diocese@bhm.dorea.co.za jdegroef@yahoo.ie	Ms Mapoea Mosala (Centre Co-Ordinator) Ms Lebhang Mofokeng (Administrator)	058 303 4031 083 593 7803 083 614 2631	Artois Farm Geduld, Bethlehem	Bricklaying (basic home building); Electrical; Welding; Life Skills; Job Placement assistance given to learners	Accredited with the MerSETA for the following Skills programmes – Assistant arc Welder L2 & Basic Shielded Metal Arc Welding in all
12	Catholic Community Services Aids affected and vulnerable children and their caregivers director@ccsbhm.co.za brian@ccsbhm.co.za gwagner@webmail.co.za thuthukani@ccsbhm.co.za admin@ccsbhm.co.za	Brian Aldworth (Programme Director) Fr George Wagner (Chairperson - Board) George Zondo (Programme Co-ordinator) Koki Lebete (Adminstrator)	058 303 9447 083 392 6104 072 153 7407 083 712 8032 078 254 9937	John Paul 11 Centre, Old Fouriesburg Road, Eden Plot de Rust, Bethlehem P.O. Box 1893	Impilo - Organisational Development Maru - Vegetable Production; Poultry Production; Business Skills;	Accredited with AgriSETA for Mixed Farming (NQF1) Animal Production (NQF 1&2) Poultry Production (NQF1, Vegetable Production (NQF1)
13	Thabiso Skills Dev Centre christine@thabisosdc.co.za bishop.xsinet.co.za	Ms Christine Oosthuizen (Operations Manager) Bishop Peter Holiday	057 356 0006 060 355 2646 056 212 6639 076 134 2126	President Steyn No. 2 Shaft Welkom	Welding; Electrical; Carpentry; Catering; Job Placement assistance given to learners	Accredited with the MERSETA for : Skill programmes – Assistant Arc Welder L2 & Assistant Carbon Steel Welder L2. Has secondary accreditation with MICTSETA for a unit standard based
14	Lesedi Mohau Dev Centre lesedimohau@telkomsa.net	Ms Neal Clarke (Centre Manager)	057 396 4284 072 260 6022	Next to President Gold Mine - Welkom	Sewing; Gardening;	Accredited with FP&M SETA for Sewing

GAUTENG						
15	DWT Nthathe Mercy Skills Centre majella.quinn@webmail.co.za makoea.john@gmail.com selakiledwaba@yahoo.com	Sr Majella Quinn (Training Co-ordinator) Mr Bernard Makoea (Principal) Elizabeth Ledwaba (Admin Assistant)	082 966 3297 012 7041287 (Skills) 012 7041268 (convent) 079 491 5731 012 704 0452 (school) 012 704 0452 078 599 7543	Plot 1080, Winterveidt	Bricklaying; Construction Carpentry; Joinery; Cabinet Making; Welding; Dress Design; Dress Making; Soft Furnishings; Computers Baking; Embroidery; Egg Production and Paper Making (Income Generating)	Accredited with the MERSETA for the Skills Programme – Basic Shielded Metal Arc Welding in all positions using jigs L3. Is seeking extension of scope with the MERSETA for the following skills programmes: Assistant Arc Welder L2
16	St Anthony's Education Centre jimmy@st-anthonyscentre.co.za patricia@st-anthonyscentre.co.za david@st-anthonyscentre.co.za jerome@st-anthonyscentre.co.za Rose@st-anthonyscentre.co.za	Mr Jimmy Thosago (Project Manager) Ms Patricia Blair (Fundraiser) Mr David Prinsloo (Acting Centre Director) Mr Jerome Lessing (Skills Supervisor) Ms Rose Webb (Principal)	011 022 4630/1/2/3 082 851 3303 083 607 6233 079 921 7177	St Anthony's Road, Reiger Park, Boksburg P.O. Box 131 Boksburg 1460	Welding; Computers; Bricklaying; Plastering; Carpentry; Plumbing; Motor Mechanics; Upholstery; Electrical; ABET; Life Skills; SMME Assist in micro lending for start-up micro businesses. Offer internships for trainees. Seek placements for trainee/students and for people from the broader community. Job Placement Centre registered with Dept of Labour	Accredited with CETA for bricklaying skills programme. Have secondary accreditation with MERSETA for NC: Welding Application & Practice, L2 NC: Automotive Repair and Maintenance L2, L3 & L4 School registered with DOE
17	St Charles Lwanga Centre Frederick.smith58@gmail.com	Ms Agnes Mabote (Principal) Ms Monica Ntepe (Deputy Principal) Fr Ibercio Rojas (Chairman Board)	011 850 1055 079 056 1344 083 684 6086 082 692 3842 011 850 3319	11600 Ext 7A Orange Farm, 1805	Computers; Upholstery; Motor Mechanics; Electricity; Sewing; Life Skills; Welding; Bricklaying; Carpentry; Entrepreneurship; Catering; ABET	Registered with GDE - PALC; Seeking accreditation with MerSETA and MoUs with; CATHSETA; FP&MSETA; EWSETA; MICTSETA Registered with City and Guilds - Computers
18	Ekukhanyeni Relief Project info@ekukhanyeni.org Ryan@ekukhanyeni.org debbie@ekukhanyeni.org	Ms Liza Rossi	082 453 2548	Plot 79, Mimosa Street, Bluehills, Midrand Project in South of Johannesburg	Permaculture Design; Plant Based Health Care and Nutrition - training about 100 members per year	Accredited with the AGRISETA for skills programme - Identify & Explain Permaculture Principles L1. Applied to ETDPSETA for secondary accreditation for ECD Level 4.
19	Don Bosco Educational Projects - Declan Collins don_bosco_projects@vodamail.co.za declancentre@vodamail.co.za dbepiv@gmail.com mcewen_sean@hotmail.com Robertgore@iafrica.com	Ms Melany Goldsmith (Office Administrator) Sr Margaret (Centre Manager) Fr Sean McEwen (Principal) Fr Robert Gore (Chairman) Colleen Max (Secretary) Bosco Youth Centre	010 230 0962 084 325 6033 082 817 6541 071 678 8153 082 847 0963 078 702 8682 011 026 3827 011 949 2360	Cnr Zirconium & Witherite Street Ennerdale Ext 6	Computers; Sewing; Beadwork; Crafts; Permaculture/Gardening; Cooking; ABET; Electrical; Plumbing; Carpentry; Welding; Computers	Accredited with the MERSETA for Skills Programmes – Assistant Arc Welder L2 & Basic Shielded Metal Arc Welder in all positions using jigs. L3. Registered with GDE - PALC Partnering with Ekukhanyeni who are accredited with Agriseta. Seeking extension of scope with MERSETA for NC: Automotive Repair and Maintenance L2
20	Hlumelelisa weshare@mweb.co.za hlumelelisa@gmail.com	Mr Paul Bruns (Project Director) Ms Cindi Zukani (Office Manager)	011 648 6185 083 233 5541 071 317 6671	16 Beatty Street, Randview	Ornamental Horticulture; Proficiency in Vegetable Growing	Accredited with AGRISETA for Ornamental Horticulture L 1 - 4 Plant Production L1 & L 2 Identify and Explain Permaculture Principles NQF Level 1
21	Khanyisa Outreach admin@assumptionconvent.co.za alimar@vodamail.co.za	Ms Marion & Mr Alistair Brown (Project Manager)	011 455 6940 082 920 6486 082 426 8955	98 Pandora Road, Malvern East	Sewing; Embroidery; Knitting; Basic Computers; Computer Literacy	Registered with ICDL - Seeking accreditation with Services Seta and MoU with MICTSETA

GAUTENG cont						
22	Bokamoso Skills & Economic Development marabelizy@webmail.co.za madunabv@gmail.com bokamosocentre@webmail.co.za	Ms Lizzy Marabe (Centre Manager) Beki Maduna (Project Co-ordinator) Ms Mase Mthuli (Administrator)	016 596 1233 083 535 5450 076 668 6814 079 782 1616	57 Gamdor Road, Small Farms, Evaton St Francis Xavier Parish	Computers; Baking; Life Skills; Plumbing (Sejamo - service provider) Tiling; Welding (Sedibeng Training Centre); Involved in poverty alleviation projects Support learners to open own business and register as co-operatives - learners are supplied with start-up packs - funded by Dept of Social Dev and Health Work in collaboration with Phahamang Support Group - HIV/AIDS -Reg with Dept of Health and Bambanani Women's Production - Sewing; Communication in English and Mathematical Literacy in collaboration with Project Literacy; Flower arranging; Nutritional Kitchen	Accredited with MICTSETA for: NC: Information Technology; End User Computing L3.
23	City Deep Adult Education Centre ezshabalala@telkomsa.net	Mr Edwin Zama Shabalala (Centre Manager) Fr Mambu (Parish Priest)	011 613 1162 072 636 0062 011 613 5333 076 211 5232	100 Heidelberg Road City Deep Johannesburg	AET; Sewing; Computers	Would like to be accredited - with Services SETA; Registered with the GDE - PALC
24	Triest Training Centre Centre for Mentally challenged triest@gds.co.za ttc@gds.co.za	Ms Igna Steyn (Centre Manager) Ms Janis Reichardt (Director)	018 468 6741	Brothers of Charity Cnr Elm & Central St Flamwood, Klerksdorp	ABET; Knitting; Greeting Cards; Catering; Finger Puppets; Nuts & Bolts (Packing) Seat Protectors;	Accredited with HWSETA
25	Kutlwanong HomeCraft Development Trust kut.homecraft@telkomsa.net chaba.set2@gmail.com	Ms Leoni Naude (Centre Manager) Mr Chaba Sethodi (Chairperson - Board)	011 672 9804 082 576 7905 073 496 5899	Cnr Main Reef Rd & Elias Motsoaledi Rd Roodepoort	Sewing; Catering; Entrepreneurship Course	Accredited with SERVICES SETA for Entrepreneurship Programme. Seeking secondary accreditation with CATHSSETA for Assistant Chef Programme
26	Skills Development Co-operatives (The Grail) grailsa@mail.ngo.za grailjoburg@thegrail.co.za	Ms Ann Moore (Centre Manager)	011 726 1614 083 460 6078	2 University Road, Auckland Park (Office) projects in Kliptown		

POLOKWANE						
27	Pax Skills Development Centre cholapasco@gmail.com boc.sec@gmail.com	Br Pasco Chola (Superior) Millicent Jandles (Administrator)	015 295 2022 078 031 9258 083 944 3989	Pax Farm, Matlala Road, Mashasane District, Polokwane	Computer; Mixed farming- Animal and Plant Production; ABET	Accredited with AGRISETA for NC: Mixed Farming. Have secondary accreditation with MICT SETA for NC: Information Technology; End Used Computing L3 Registered with PDE - PALC for ABET
28	Subiaco Skills Training Centre JeffreySteeleosb@hotmail.com alexlephol@live.co.za	Fr Jeffrey Steele (Director) Ms Lena Mothapo (Administrator) Mr Alex Keta (Programme Co-ordinator)	083 964 9859 079 950 8936 071 416 8391	Subiaco Mission, Ga-Mothapo, Polokwane		Accredited with FP&M SETA for NC: Cabinet Making. Registered with DoE for creche, primary and high schools
NORTH WEST						
29	Good Shepherd Mission - zelnargs@yahoo.com	Sr Zelna Oosthuizen (Sector Leader)	012 702 5235 082 968 8493	Stand No. 1783, Hebron, 2193 P.O. Box 1498 Roslyn 0200	Hebron: Computer Training; Office Procedure; Hairdressing; Catering; Knitting & Sewing; Gardening; Home Based Care ECD up to Grade R Madidi: Computer Training; Office Procedure; Hairdressing; Catering; Knitting & Sewing; Gardening; Home Based Care ECD up to Grade 3 Mmakauyane: Computer Training; Office Procedure; Catering; Knitting & Sewing; Gardening; Home Based Care ECD up to Grade R	Registered with GDE - PALC; Registered with City and Guilds for Computers would like MoU with Services Seta, MICTSETA & Agriseta
30	Mmashiko Community Projects mmashiko@webmail.co.za Mmakau ABET Project molozejk@gmail.com	Ms Joyce Molohe (Funky) (Centre Manager) Fr Patrick Rakeketsi	012 703 0012 079 986 1315 073 380 5629 012 546 4619	Stand 2396, Roma Road, Mmakau, 0194	Upholstery; Woodwork; Carpentry; Sewing; Catering; Computers; Life Skills; Bricklaying; AET	Accredited with MICTSETA for NC: Information Technology; End User Computing L3. Have secondary accreditation with the FP&MSETA for NC: Furniture
31	Tsholofelo Community Skills Centre mwtscho@mweb.co.za kennyskcsana@yahoo.com	Br Joseph Kiely (Centre Manager) Mr Kenny Sekosana (Projects Co-ordinator) Sr Georgina Boswell (Clinic Sister)	083 655 0458 082 267 8390 083 657 9593	St Joseph's Mission, Phokeng, Rustenburg	Tsholofelo Community Skills Centre - Welding; Carpentry; Bricklaying and Plastering; Freedom Park: ECD Teacher Training, sewing, arts and crafts and parent support; Boitekong - day care centre for handicapped - ABET; sewing, pottery; arts and crafts; flower arranging; - occasionally do work for mines Nkaneng - Creche; Grade R; Siza - Creche; Grade R; ABET; Sewing; Catering - primary health clinic and HIV aid clinic Life skills and Business Training offered at all centres Mpho Khunou - AET; Welding ; Sewing ; Embroidery; Bricklaying ; Creche & Grade R	Wishes to apply for accreditation with MerSETA and CathSETA

9	Thabang Society mail@thabang-society.co.za Almud.Polmeier@gmx.de CarstenDaus@t-online.de gordon@thabang-society.co.za mazwi@thabang-society.co.za	Dr Almud Pollmeier (Project Co-ordinator) Mr Carsten Daus (Project Manager - Skills Development) Mazwi Gibson (Administrator)	076 964 1811 076 822 8139 073 952 6276	32 Boom Street, Parys, 9585	Housekeeping - Hospitality Sector; ABET	
10	Sekwele Centre for Social Reflection Brian@sekwele.net	Fr Brian Williams (Director)	058 303 1459 079 023 2014	John Paul 11 Centre, Old Fouriesburg Road, Eden Plot de Rust, Bethlehem	Strengthening Civil Society Structures - <i>working closely with the facilitators and care givers at BBT and CCS - does not offer skills training</i>	
11	uNopopi dolls4africa@gmail.com	Ms Denese Palm (Programme Manager)		11 Grace Street, Hanover, 7005, Northern Cape	Handcraft; Dollmaking; Business Skills	Seeking assistance for accreditation with FIETA
OUTDSHOORN						
12	St Luigi Scrosoppi Sorgentrum sdnja@scrosoppi.org	Fr Leon Mostert C.O. (Centre Director) Ms Carol French	044 279 4083 072 188 2555 082 377 0559	9 Wolfweg, Bridgton, Oudtshoorn, 6623	Not operating as a Skills Centre as yet	

EASTERN CAPE						
13	Sundays River Skills Project muth@telkomsa.net	Br Christopher	041 992 1287 082 347 8234	12 Baird Street, Uitenhage	Have a Community Centre - working with schools and serving the community. No skills training at Centre as yet	
NORTHERN FREE						
14	Northern Free State Institute for Community Development (Incorporating Jala Peo Trust) mariemc@act.co.za	Sr Marie McLoughlin (Contact)	0562151003	Cnr Retief and Dawid Jordaan Road, Kroonstad	Cabinet Making; Computer Training; Sewing; Working towards courses in Bricklaying, Welding and Electricity; ECD; ABET Activities at NFSI on hold until 2012	Accredited with FIETA; Would like MoUs with Services Seta; Isett Seta and Theta
GAUTENG						
15	Catholic Bible College rector@catholicbiblecollege.co.za	Ms Bernadette Chellow (Centre Director)	011 435 7997	13 Fifth Street, La Rochelle	Certificate in Biblical Studies - NQF Level 5	Accredited with DHET

CIE Thabiso Life Skills Course Pilot: In 2013 the Centre, in partnership with the Lejweleputswa District of the Department of Education, provided Life Skills courses to Grade 9 learners who were identified by the Department of Education as “problem learners”. The impact of the programme on the lives of the learners, their parents and educators was beyond the Centre’s expectations. Two of these learners have established their own businesses in Carpentry and Welding and are currently providing for their families.

Advocacy: The Centre is invited by the provincial education department to careers exhibitions at various local Secondary schools, to present the Skills courses offered by the Centre.

National Lottery: The Centre was successful in receiving a R620 000.00 grant from the National Lottery for 2014/2015 for specific consumable items, equipment and a vehicle

SUSTAINABILITY

The global economic downturn and its effects on South Africa’s economic growth has had significant impact on the Centre’s ability to sustain operations due to the decline in, and increased competition for, international and local donor funding.

During 2013 and 2014, prior year donor funding and reserves accumulated from income generating activities since inception began to be depleted. In August 2014, the then Operational Manager, Receptionist, a Computer training facilitator and the Bricklaying facilitator were retrenched. The then Administration Manager took over the responsibilities of the Operational Manager.

While a number of significant funding proposals have been submitted to prospective funders only minimal funding has been secured for 2014, 2015 and beyond. This placed further pressure on the Centre and all skills training facilitators were issued with retrenchment notices terminating their permanent employment effective 31 July 2015.

A request for emergency funding submitted to the Brenninkmeijer family foundation, at the beginning of July 2015, has resulted in conditional funding being approved to enable the Centre to run three skills training programmes for three learner intakes between August 2015 and March 2016. The funding conditions include strengthening the financial governance capacity of the Board and cost saving measures on the fixed costs of skills training programmes. In addition the Centre has agreed to mentoring and monitoring by the CIE Thabiso Skills Institute. The Centre has also started marketing its accommodation and conferencing facilities more aggressively.

In an effort to secure the long-term financial sustainability of the Centre, the Department of Higher Education and Training has been engaged about the possibility for the Centre to be included in the proposed piloting of Community Colleges as per the White Paper for Post-School Education and Training.

The Centre will continue to identify possible donors and funding opportunities with the assistance of the CIE Thabiso Skills Institute.

BUDGET

A comprehensive costing exercise has been undertaken for the skills training programmes offered by the Centre, one of the outputs of which has been a programme costing and budgeting template based on recent actual financial information. This has made the costing of fixed and variable costs for individual skills programmes, at 2015 prices, possible and enabled the development of a three-year costing scenario for 2016, 2017 and 2018. The costing scenario is based on actual 2015 programme costs and allows for an 8% year-on-year increase in facilitator costs and a 10% year-on-year increase in the variable costs.

A review of the Centre’s administration costs has been done, based on the current and proposed staffing structure and the actual costs for 2014 and 2015 to date. The administration costs include all costs not directly associated with the delivery of services offered by the Centre, i.e. skills training programmes, Life Skills training, Basic Business Skills training, overnight accommodation and conferencing, and special projects. Transport provided for students

enrolled in the skills training programmes is included in the administration costs. The three-year administration budget for 2016, 2017 and 2018 has been developed using the approved budget for 2015 and the actual costs for 2014 and 2015 to date as a base. The budget allows for an 8% year-on-year increase in staff costs and a 10% year-on-year increase in other administration costs.

Programme costs

The programme cost per learner for each of the skills programmes, including Life Skills and Business Skills, is summarised in the table below.

	Year 1	Year 2	Year 3
Welding	R 5 211.15	R 5 695.82	R 6 226.05
Electrical	R 3 296.05	R 3 589.21	R 3 908.77
Carpentry	R 4 034.98	R 4 405.74	R 4 810.95
Catering	R 5 027.48	R 5 493.26	R 6 002.66
Computers	R 2 422.90	R 2 640.38	R 2 877.63

Table 5: Programme cost per learner

In order to ensure the commitment of students to attend classes and complete the programmes they have enrolled for, the Centre charges a learner fee of 20% of the programme cost per learner (rounded up to the nearest R100). While a case may be made for programmes being offered at no cost to the learner, an equally strong case can be made for students being more motivated and attaching greater value to the programme if they are required to make a contribution to the cost. The learner fees for each of the skills programmes are presented in the table below.

	Year 1	Year 2	Year 3
Welding	R 1 000.00	R 1 100.00	R 1 200.00
Electrical	R 700.00	R 700.00	R 800.00
Carpentry	R 800.00	R 900.00	R 1 000.00
Catering	R 1 000.00	R 1 100.00	R 1 200.00
Computers	R 500.00	R 500.00	R 600.00

Table 6: Learner contribution per programme at 20% of programme cost

Administration costs

The Centre's administration costs include the employment costs for the following personnel:

1. Operations Officer
2. Administration
3. Cleaner
4. Gardener
5. Driver

The remuneration of programme and project staff are not included in the administration cost, while the cost of insurance for the property, office equipment and skills training equipment and machinery is included.

Three-year cost budget

The three-year budget includes both the programme delivery costs and the administration costs for the Centre. The programme delivery costs are based on five student intakes per programme, in each of five programme areas, per year; giving a maximum of 250 receiving training per year. The three year budget and funding requirement is presented in the table overleaf and is attached as Annexure A.

	2016	2017	2018	Total
Programme costs				
Welding	R 260 557.32	R 284 791.01	R 311 302.30	R 856 650.62
Electrical	R 164 802.32	R 179 460.51	R 195 438.75	R 539 701.57
Carpentry	R 201 748.88	R 220 286.79	R 240 547.53	R 662 583.20
Catering	R 230 078.00	R 230 078.00	R 230 078.00	R 690 234.00
Computers	R 121 145.08	R 132 019.19	R 143 881.47	R 397 045.74
Total Programme costs	R 978 331.60	R 1 046 635.49	R 1 121 248.05	R 3 146 215.14
Administration costs				
Staff costs	R 462 657.40	R 499 669.99	R 539 643.59	R 1 501 970.98
Operating costs	R 967 450.00	R 1 064 195.00	R 1 170 614.50	R 3 202 259.50
Total Centre costs	R 1 430 107.40	R 1 563 864.99	R 1 710 258.09	R 4 704 230.48
Total cost	R 2 408 439.00	R 2 610 500.48	R 2 831 506.14	R 7 850 445.62
Learner fee income				
Welding	R 50 000.00	R 55 000.00	R 60 000.00	R 165 000.00
Electrical	R 35 000.00	R 35 000.00	R 40 000.00	R 110 000.00
Carpentry	R 40 000.00	R 45 000.00	R 50 000.00	R 135 000.00
Catering	R 50 000.00	R 55 000.00	R 60 000.00	R 165 000.00
Computers	R 25 000.00	R 25 000.00	R 30 000.00	R 80 000.00
Total learner fee income	R 200 000.00	R 215 000.00	R 240 000.00	R 655 000.00
Net other income	R 200 000.00	R 220 000.00	R 242 000.00	R 662 000.00
Total funding required	R 2 008 439.00	R 2 175 500.48	R 2 349 506.14	R 6 533 445.62

Table 7: Three-year budget summary and funding requirement

The detailed programme and administration budgets are attached as Annexures B and C respectively.

The average total cost per student and average total funding requirement per student, based on a maximum intake of 250 students per year, are shown in the table below.

	2016	2017	2018	Overall (750 students)
Average total cost/student	R 9 633.76	R 10 442.00	R 11 326.02	R 10 467.26
Average total funding/student	R 8 033.76	R 8 702.00	R 9 398.02	R 8 711.26

Table 8: Average cost/funding per student (250 students per year)

Annexure A

THABISO SKILLS DEVELOPMENT CENTRE

THREE-YEAR BUDGET: 2016 TO 2018

	2016	2017	2018	Total
Programme costs				
Welding	R 260 557.32	R 284 791.01	R 311 302.30	R 856 650.62
Electrical	R 164 802.32	R 179 460.51	R 195 438.75	R 539 701.57
Carpentry	R 201 748.88	R 220 286.79	R 240 547.53	R 662 583.20
Catering	R 230 078.00	R 230 078.00	R 230 078.00	R 690 234.00
Computers	R 121 145.08	R 132 019.19	R 143 881.47	R 397 045.74
Total Programme costs	R 978 331.60	R 1 046 635.49	R 1 121 248.05	R 3 146 215.14

Administration costs

Staff costs	R 462 657.40	R 499 669.99	R 539 643.59	R 1 501 970.98
Operating costs	R 967 450.00	R 1 064 195.00	R 1 170 614.50	R 3 202 259.50
Total Administration costs	R 1 430 107.40	R 1 563 864.99	R 1 710 258.09	R 4 704 230.48

Total cost	R 2 408 439.00	R 2 610 500.48	R 2 831 506.14	R 7 850 445.62
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Learner fee income

Welding	R 50 000.00	R 55 000.00	R 60 000.00	R 165 000.00
Electrical	R 35 000.00	R 35 000.00	R 40 000.00	R 110 000.00
Carpentry	R 40 000.00	R 45 000.00	R 50 000.00	R 135 000.00
Catering	R 50 000.00	R 55 000.00	R 60 000.00	R 165 000.00
Computers	R 25 000.00	R 25 000.00	R 30 000.00	R 80 000.00
Total learner fee income	R 200 000.00	R 215 000.00	R 240 000.00	R 655 000.00

Net other income	R 200 000.00	R 220 000.00	R 242 000.00	R 662 000.00
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Total funding required	R 2 008 439.00	R 2 175 500.48	R 2 349 506.14	R 6 533 445.62
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THABISO SKILLS DEVELOPMENT CENTRE: PROGRAMME COSTING YEAR 1

Fixed costs per programme intake

	Welding	Electrical	Carpentry	Catering	Computers	Life Skills	Business Skills
Facilitation cost	R 16 588.80	R 16 588.80	R 14 774.40	R 16 848.00	R 10 886.40	R 7 128.00	R 5 616.00
UIF	R 165.89	R 165.89	R 147.74	R 168.48	R 108.86	R 71.28	R 56.16
SDL	R 165.89	R 165.89	R 147.74	R 168.48	R 108.86	R 71.28	R 56.16
Total fixed costs	R 16 920.58	R 16 920.58	R 15 069.89	R 17 184.96	R 11 104.13	R 7 270.56	R 5 728.32

Variable costs/programme/learner

Printing	R 313.50	R 243.10	R 202.40	R 280.50	R 231.00	R 73.70	R 181.50
Consumables	R 1 629.10	R 114.40	R 1 079.10	R 1 837.00	R 115.50	R 55.00	R 0.00
Protective clothing	R 610.50	R 280.50	R 280.50	R 225.50	R 0.00	R 0.00	R 0.00
Stationery	R 53.35	R 53.35	R 53.35	R 53.35	R 53.35	R 203.50	R 26.95
Moderation Fee	R 242.00	R 242.00	R 242.00	R 242.00	R 242.00	R 0.00	R 0.00
Total variable cost/programme/learner	R 2 848.45	R 933.35	R 1 857.35	R 2 638.35	R 641.85	R 332.20	R 208.45

Total variable cost/intake of 10 learners

Skills programmes	R 28 484.50	R 9 333.50	R 18 573.50	R 26 383.50	R 6 418.50
Life Skills	R 3 322.00	R 3 322.00	R 3 322.00	R 3 322.00	R 3 322.00
Business Skills	R 2 084.50	R 2 084.50	R 2 084.50	R 2 084.50	R 2 084.50
	R 33 891.00	R 14 740.00	R 23 980.00	R 31 790.00	R 11 825.00

Total cost/intake of 10 learners

Total variable cost	R 33 891.00	R 14 740.00	R 23 980.00	R 31 790.00	R 11 825.00
Total fixed cost: Skills programmes	R 16 920.58	R 16 920.58	R 15 069.89	R 17 184.96	R 11 104.13
Total fixed cost: Life Skills	R 727.06	R 727.06	R 727.06	R 727.06	R 727.06
Total fixed cost: Business Skills	R 572.83	R 572.83	R 572.83	R 572.83	R 572.83
	R 52 111.46	R 32 960.46	R 40 349.78	R 50 274.85	R 24 229.02

Cost per learner/intake of 10 learners

R 5 211.15	R 3 296.05	R 4 034.98	R 5 027.48	R 2 422.90
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Fees per learner @ 20% of total cost

R 1 042.23	R 659.21	R 807.00	R 1 005.50	R 484.58
R 1 000.00	R 700.00	R 800.00	R 1 000.00	R 500.00

THABISO SKILLS DEVELOPMENT CENTRE: PROGRAMME COSTING YEAR 2

Fixed costs per programme intake

	Welding	Electrical	Carpentry	Catering	Computers	Life Skills	Business Skills
Facilitation cost	R 17 915.90	R 17 915.90	R 15 956.35	R 18 195.84	R 11 757.31	R 7 698.24	R 6 065.28
UIF	R 179.16	R 179.16	R 159.56	R 181.96	R 117.57	R 76.98	R 60.65
SDL	R 179.16	R 179.16	R 159.56	R 181.96	R 117.57	R 76.98	R 60.65
Total fixed costs	R 18 274.22	R 18 274.22	R 16 275.48	R 18 559.76	R 11 992.46	R 7 852.20	R 6 186.59

Variable costs/programme/learner

Printing	R 344.85	R 267.41	R 222.64	R 308.55	R 254.10	R 81.07	R 199.65
Consumables	R 1 792.01	R 125.84	R 1 187.01	R 2 020.70	R 127.05	R 60.50	R 0.00
Protective clothing	R 671.55	R 308.55	R 308.55	R 248.05	R 0.00	R 0.00	R 0.00
Stationery	R 58.69	R 58.69	R 58.69	R 58.69	R 58.69	R 223.85	R 29.65
Moderation Fee	R 266.20	R 266.20	R 266.20	R 266.20	R 266.20	R 0.00	R 0.00
Total variable cost/programme/learner	R 3 133.30	R 1 026.69	R 2 043.09	R 2 902.19	R 706.04	R 365.42	R 229.30

Total variable cost/intake of 10 learners

Skills programmes	R 31 332.95	R 10 266.85	R 20 430.85	R 29 021.85	R 7 060.35
Life Skills	R 3 654.20	R 3 654.20	R 3 654.20	R 3 654.20	R 3 654.20
Business Skills	R 2 292.95	R 2 292.95	R 2 292.95	R 2 292.95	R 2 292.95
	R 37 280.10	R 16 214.00	R 26 378.00	R 34 969.00	R 13 007.50

Total cost/intake of 10 learners

Total variable cost	R 37 280.10	R 16 214.00	R 26 378.00	R 34 969.00	R 13 007.50
Total fixed cost: Skills programmes	R 18 274.22	R 18 274.22	R 16 275.48	R 18 559.76	R 11 992.46
Total fixed cost: Life Skills	R 785.22	R 785.22	R 785.22	R 785.22	R 785.22
Total fixed cost: Business Skills	R 618.66	R 618.66	R 618.66	R 618.66	R 618.66
	R 56 958.20	R 35 892.10	R 44 057.36	R 54 932.64	R 26 403.84

Cost per learner/intake of 10 learners

R 5 695.82	R 3 589.21	R 4 405.74	R 5 493.26	R 2 640.38
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Fees per learner @ 20% of total cost

R 1 139.16	R 717.84	R 881.15	R 1 098.65	R 528.08
R 1 100.00	R 700.00	R 900.00	R 1 100.00	R 500.00

THABISO SKILLS DEVELOPMENT CENTRE: PROGRAMME COSTING YEAR 3

Fixed costs per programme intake

	Welding	Electrical	Carpentry	Catering	Computers	Life Skills	Business Skills
Facilitation cost	R 19 349.18	R 19 349.18	R 17 232.86	R 19 651.51	R 12 697.90	R 8 314.10	R 6 550.50
UIF	R 193.49	R 193.49	R 172.33	R 196.52	R 126.98	R 83.14	R 65.51
SDL	R 193.49	R 193.49	R 172.33	R 196.52	R 126.98	R 83.14	R 65.51
Total fixed costs	R 19 736.16	R 19 736.16	R 17 577.52	R 20 044.54	R 12 951.85	R 8 480.38	R 6 681.51

Variable costs/programme/learner

Printing	R 379.34	R 294.15	R 244.90	R 339.41	R 279.51	R 89.18	R 219.62
Consumables	R 1 971.21	R 138.42	R 1 305.71	R 2 222.77	R 139.76	R 66.55	R 0.00
Protective clothing	R 738.71	R 339.41	R 339.41	R 272.86	R 0.00	R 0.00	R 0.00
Stationery	R 64.55	R 64.55	R 64.55	R 64.55	R 64.55	R 246.24	R 32.61
Moderation Fee	R 292.82	R 292.82	R 292.82	R 292.82	R 292.82	R 0.00	R 0.00
Total variable cost/programme/learner	R 3 446.62	R 1 129.35	R 2 247.39	R 3 192.40	R 776.64	R 401.96	R 252.22

Total variable cost/intake of 10 learners

Skills programmes	R 34 466.25	R 11 293.54	R 22 473.94	R 31 924.04	R 7 766.39
Life Skills	R 4 019.62	R 4 019.62	R 4 019.62	R 4 019.62	R 4 019.62
Business Skills	R 2 522.25	R 2 522.25	R 2 522.25	R 2 522.25	R 2 522.25
	R 41 008.11	R 17 835.40	R 29 015.80	R 38 465.90	R 14 308.25

Total cost/intake of 10 learners

Total variable cost	R 41 008.11	R 17 835.40	R 29 015.80	R 38 465.90	R 14 308.25
Total fixed cost: Skills programmes	R 19 736.16	R 19 736.16	R 17 577.52	R 20 044.54	R 12 951.85
Total fixed cost: Life Skills	R 848.04	R 848.04	R 848.04	R 848.04	R 848.04
Total fixed cost: Business Skills	R 668.15	R 668.15	R 668.15	R 668.15	R 668.15
	R 62 260.46	R 39 087.75	R 48 109.51	R 60 026.63	R 28 776.29

Cost per learner/intake of 10 learners

	R 6 226.05	R 3 908.77	R 4 810.95	R 6 002.66	R 2 877.63
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Fees per learner @ 20% of total cost

	R 1 245.21	R 781.75	R 962.19	R 1 200.53	R 575.53
	R 1 200.00	R 800.00	R 1 000.00	R 1 200.00	R 600.00

Annexure C

THABISO SKILLS DEVELOPMENT CENTRE ADMINISTRATION COSTS 2015

Staff salary increase

8%

Other costs increase

10%

	2016	2017	2018
Auditing and Accounting Fees	38 500.00	42 350.00	46 585.00
Advertising	27 500.00	30 250.00	33 275.00
Bank Charges	19 800.00	21 780.00	23 958.00
Bus expenses	49 500.00	54 450.00	59 895.00
Cleaning	11 000.00	12 100.00	13 310.00
Courier and Postage	1 100.00	1 210.00	1 331.00
Donations	0.00	0.00	0.00
Insurance	198 000.00	217 800.00	239 580.00
Internet	17 600.00	19 360.00	21 296.00
Motor Vehicle Expense	19 800.00	21 780.00	23 958.00
Printing and Stationery	55 000.00	60 500.00	66 550.00
Repairs and maintenance	27 500.00	30 250.00	33 275.00
Security	110 000.00	121 000.00	133 100.00
Refreshments	5 500.00	6 050.00	6 655.00
Skills Development Levy	0.00	0.00	0.00
Staff training	5 500.00	6 050.00	6 655.00
Telephone and Fax	38 500.00	42 350.00	46 585.00
Travelling and Accommodaton	11 000.00	12 100.00	13 310.00
Compensation Fund	3 300.00	3 630.00	3 993.00
Operational Manager Salary	235 612.80	254 461.82	274 818.77
Administration Officer	121 200.00	130 896.00	141 367.68
Cleaner Salary	34 687.44	37 462.44	40 459.43
Gardener Salary	26 179.20	28 273.54	30 535.42
Driver Salary	44 977.96	48 576.20	52 462.29
Water & Electricity	269 500.00	296 450.00	326 095.00
Petrol (Fuel and oil)	44 000.00	48 400.00	53 240.00
Computer expenses	5 500.00	6 050.00	6 655.00
Sundry	2 750.00	3 025.00	3 327.50
Legal	1 100.00	1 210.00	1 331.00
Subscriptions	5 500.00	6 050.00	6 655.00
	1 430 107.40	1 563 864.99	1 710 258.09



NATIONAL CERTIFICATE WELDING APPLICATION AND PRACTICE AT NQF LEVEL 2

All the Unit Standards covered in the Skills Programmes that we propose for the welding project work towards a **NQF Level 2 qualification – National Certificate Welding Application and Practice at NQF level 2**, except for the Fundamentals.

Skills Programmes:

Assistant Arc Welder – NQF Level 2: SP 0425/10-17 (registered)

• US 119744	Select, use and care for engineering hand tools	8 Credits
• US 12219	Select, use and care for engineering power tools	6 credits
• US 14713	Use Welding Definitions and Symbols	5 credits
• US 13222	Deal with safe, health and environmental emergencies	4 credits
• US 243067	Cut Materials using the oxy-fuel gas cutting process	6 credits
• US 243063	Weld carbon steel workpieces using the shielded metal arc welding process in the down-hand position	15 credits
• US 243066	Weld carbon steel workpieces using the gas metal arc welding process in the down-hand position	8 credits

Assistant Carbon Steel Welder- NQF level 2 : SP 0393/09-17 (registered)

• US 243067	Cut materials using the oxy-fuel gas cutting process	6 credits
• US 243066	Weld carbon steel workpieces using the gas metal arc welding process in the down-hand position	8 credits
• US 243076	Weld carbon steel workpieces using the cored-wired welding process in the downhand position	8 credits
• US 243068	Weld carbon steel workpieces using the gas tungsten arc welding process in the downhand position	15 credits
• US 243056	Weld carbon steel workpieces using the shielded metal arc welding process in all positions	16 credits
• US 243064	Weld carbon steel workpieces, using the gas metal arc welding process in all positions	16 credits

Basic Shielded Metal Arc Welding in all Positions using Jigs – NQF Level 3: SP 0865/13-17 (registered)

• US 243055	Prepare and secure workpieces for welding (includes the use of manipulators)	8 credits
• US 243061	Assemble workpieces in jigs (minor amendments Includes the use of manipulators)	3 credits
• US 243056	Weld carbon steel workpieces using the shielded metal arc welding process in all positions	16 credits

There are six unit standards in the Core Component which are compulsory and are not covered in the above three Skills Programmes. These can be covered as loose Unit Standards – unless we find a skills programme that covers these unit standards:

- US 14683 Apply Work Site Practices
 - US 243069 Braze metals using the oxy-fuel brazing process
 - US 14722 Describe the welding industry's composition its Productivity requirements and communication techniques
 - US 14712 Identify and select material to specification
 - US 243072 Weld workpieces using the oxy-acetylene gas welding process in the downhand position
 - US 12476 Select, use and care for engineering measuring equipment
- Recommend that we register the set of unit standards as a skills programme.

National Certificate: Welding Application and Practice at NQF level 2:

Learning assumed to be in place - Communication in English and Mathematical Literacy at NQF level 1/ABET level 4/Grade 9

Fundamental Component:

The Fundamental component consists of Unit Standards in:

- Communication in English at NQF Level 2 to the value of **20 credits**
- Mathematical Literacy at NQF Level 2 to the value of **16 credits**

All Unit Standards in the Fundamental Component are compulsory – **Total 36 credits**

Note that the Fundamental Component is a key learning area that may inhibit the learners from obtaining the full qualification if they do not complete that area of learning.

Core Component:

The Core Component consists of Unit Standards to the value of **106 credits** all of which are compulsory.

Elective Component:

The Elective Component consists of a number of specialisations each with its own set of Unit Standards. Learners are to choose a specialisation area and must choose Elective Unit Standards to the value of **16 credits** from the Elective Unit Standards listed under that specialisation so as to attain a minimum of **158 Credits**

Core Component – 106 credits compulsory – in the three skills programmes that we will offer we cover a total of 71 credits – 35 credits missing:

- US 243067 Cut materials using the oxy-fuel gas cutting process (manual cutting) **6 credits**
Covered in Skills Programme – Assistant Arc Welder and Assistant Carbon Steel Welder
- US 119744 Select, use and care for engineering hand tools **8 credits**
Covered in Skills Programme - Assistant Arc Welder (materials written)
- US 12219 Select, use and care for engineering power tools **6 credits**
Covered in Skills Programme – Assistant Arc Welder
- US 14713 Use Welding definitions and symbols **5 credits**
Covered in Skills Programme – Assistant Arc Welder (materials written as 253736)
- US 243063 Weld carbon steel work-pieces using the shielded metal arc welding process in the down-hand position **15 credits**
Covered in Skills Programme – Assistant Arc Welder
- US 243076 Weld carbon steel workpieces using the cored-wired welding process in the downhand position **8 credits**
Covered in Skills Programme – Assistant Carbon Steel Welder
- US 243066 Weld carbon steel workpieces using the gas metal arc welding process in the down-hand position **8 credits**
Covered in Skills Programme- Assistant Arc Welder and Assistant Carbon Steel Welder
- US 243068 Weld carbon steel workpieces using the gas tungsten arc welding process in the downhand position **15 credits**
Covered in Skills Programme – Assistant Carbon Steel Welder
- US 14683 Apply work site practices **5 credits**
Not covered in proposed skills programmes
- US 243069 Braze metals using the oxy-fuel brazing process **6 credits**
Not covered in proposed skills programmes
- US 14722 Describe the welding industry's composition its productivity requirements and communication Techniques **5 credits**
Not covered in proposed skills programmes
- US 14712 Identify and select material to specification **5 credits**
Not covered in proposed skills programmes
- US 12476 Select, use and care for engineering measuring equipment **4 credits**
Not covered in proposed skills programmes
- US 43072 Weld workpieces using the oxy-acetylene gas welding process in the downhand position **10 credits**
Not covered in proposed skills programmes

Elective Component – 16 credits required: - If learners do all three Skills Programmes they will have completed Unit Standards worth 46 credits – 30 more than they require for the full qualification. However, if they do not do the full qualification at least they leave with three completed skills programmes.

- US 243061 Assemble work pieces in jigs (minor amendments include the use of manipulators) 3 credits
*Covered in Skills Programmes – **Basic Shielded Metal Arc Welding in all positions using Jigs***
- US 13222 Deal with safety, health and environmental emergencies in the workplace 4 credits
*Covered in Skills Programmes – **Assistant Arc Welder***
- US 243055 Prepare and secure work pieces for welding (includes the use of manipulators) 8 credits
*Covered in Skills Programmes – **Basic Shielded Metal Arc Welding in all positions using Jigs***
- US 243056 Weld carbon steel workpieces using the shielded metal arc welding process in all positions 16 credits
*Covered in Skills Programmes – **Assistant Carbon Steel Welder and Basic Shielded Metal Arc Welding in all positions using Jigs***
- 243064 Weld carbon steel workpieces, using the gas metal arc welding process in all positions 15 credits -
*Covered in Skills Programmes **Assistant Carbon Steel Welder***

Johannesburg
November 2014



17 June 2015

NATIONAL CERTIFICATE: AUTOMOTIVE REPAIR AND MAINTENANCE - ID 78523 – NQF LEVEL 2

Core Unit Standards - 76 credits Compulsory

Elective Unit Standards - 13 credits Minimum

(38 credits of the Elective unit standards are covered in these Skills Programmes which will deem the learner competent for both Passenger & Light Delivery Vehicles as well as Commercial Vehicles)

Fundamental Unit Standards - 36 credits Compulsory

(15 credits of the 36 credits of the Fundamental unit standards are covered in these skills programmes)

The following Elective Unit Standards are compulsory for Passenger and Light Delivery Vehicles

- Unit Standards - NLRD 260720; NLRD 15123

The following Elective Unit Standards are compulsory for Commercial Vehicles

- Unit Standards - NLRD 260720; NLRD 244690; NLRD 244691

Vehicle Service Person – SP 0542/11-17

• NLRD 13220	Keep the work area safe and productive	Core	8 credits
• NLRD 15123	Select and use vehicle lifting equipment	Repeat	
• NLRD 12219	Select, use and care for engineering power tools	Core	6 credits
• NLRD 260719	Carry out an automotive service	Repeat	
• NLRD 253440	Assemble mechanical components	Elective	12 credits
• NLRD 253425	Repair internal combustion engines	Elective	5 credits
• NLRD 244056	Understand the fundamentals of engine Technology	Core	4 credits
• NLRD 119744	Select, use and care for engineering hand tools	Core	8 credits
• NLRD 119750	Inspect and lubricate and automotive system	Elective	8 credits

51 credits

Assistant Service Person – SP 0435/10-17

• NLRD 12211	Build basic auto-electrical circuits	Core	16 credits
• NLRD 15123	Select and use vehicle lifting equipment	Elective (compulsory)	3 credits
• NLRD 260719	Carry out an automotive service	Core	8 credits
• NLRD 260638	Service automobile batteries	Core	4 credits
• NLRD 243769	Demonstrate knowledge of lubrication	Elective	2 credits

33 Credits

Automotive Workshop Assistant – SP 0562/11-17

• NLRD 12476	Select, use and care for engineering Measuring equipment	Core	4 credits
• NLRD 13220	Keep the work area safe and productive	Repeat	
• NLRD 15123	Select and use vehicle lifting equipment	Repeat	
• NLRD 12219	Select, use and care for engineering power tools	Repeat	
• NLRD 119463	Access and use information from texts	Fundamental	5 credits
• NLRD 119456	Write/present for a defined context	Fundamental	5 credits
• NLRD 119454	Maintain and adapt oral/signed communication	Fundamental	5 credits
• NLRD 119750	Inspect and lubricate an automotive system	Repeat	
• NLRD 119744	Select, use and care for engineering hand tools	Repeat	
• NLRD 260717	Remove and fit automobile components	Core	12 credits
• NLRD 260638	Service automobile batteries	Repeat	
			27 credits

Automotive Servicing Skills – SP 0844/13-17

• NLRD 260720	Balance a Wheel	Elective (compulsory)	2 credits
• NLRD 20719	Carry out an automotive service	Repeat	
• NLRD 119750	Inspect and lubricate an automotive system	Repeat	
• NLRD 260717	Remove and fit automobile components	Repeat	
• NLRD 15123	Select and use vehicle lifting equipment	Repeat	
• NLRD 12219	Select, use and care for engineering power tools	Repeat	

The following Unit Standard have been added to the above Skills Programme

• NLRD 244686	Demonstrate an understanding of the principles of fluid power	Core	6 credits
• NLRD 244690	Demonstrate basic knowledge of hydraulic components (compulsory for Commercial)	Elective	3 credits
• NLRD 244691	Demonstrate basic knowledge of pneumatic Components (compulsory for Commercial)	Elective	3 credits
			14 credits

Partnerships and Coordination in CET

As already highlighted in the section on developing institutions, one way of addressing the multiple challenges that will confront the CET sector in the immediate and intermediate or even long term during their establishment is through partnerships. The types of partnerships that can be pursued are also mapped out in the aforementioned section. A useful way of considering the partnerships that can be entered into by colleges and other entities is to think about the college process flow from recruitment to articulation. This should then be followed by an evaluation of whether partnership would be beneficial in improving the performance of the college in each of its functional areas, particularly where there are resource or capacity constraints. The key process areas where partnerships may be required are mapped below.

Partnership Focus	Possibilities
Marketing and advertising	As a new institution, colleges would need to be advertised to raise awareness and promote enrolment. This may entail: • Local radio stations can be vital in spreading the word about colleges • Community development workers can be a good source for a college recruitment drive and are potentially very good partners • Some departments running national development projects focused at employment creation and redress can be partnered with to help raise awareness of colleges on their own programmes, so that the education and skills component of those projects is linked to community colleges. So when people apply for EPWP projects for example, they would also get information on colleges in their area where they can access education and training.
Infrastructure	• Donation of land or buildings by a municipality • Offer to have the college rent lecture space at favourable rates • The college renting out its own space to other education and training entities • Rehabilitation of college infrastructure e.g. painting and repairs • Addressing a key need e.g. an institution focusing on disability issues assisting with finance for ramps or equipment to improve learning for students with disabilities
Programme delivery	Partnerships with NGOs, SDPs and other organisations to deliver skills programmes and community programmes
Lecturer development	• Universities can play a role in lecturer development so accredited formal programmes would be their domain • Other organisations could provide non-formal professional development programmes • Partnerships could be for financing the professional development of lecturers
Articulation	• Partnerships with TVET colleges to allow progression into that sector • Partnerships with employment preparation and placement agents to allow articulation into the world of work

Partnership Focus	Possibilities
Research and evaluation	• Research organisations to conduct research on the CET sector • Funders who can fund large or small scale research and evaluation on the sector
Student Support Services	• NGOs who offer sport as an outlet and developmental tool • Organisations that offer Study skills • Organisations that focus on spiritual and psychological wellness

Roles and responsibilities in the operationalisation of partnerships

The three spheres of influence for the operationalisation of partnerships are the DHET at National level, community colleges in their respective regions, and potential partners including NGOs, NPOs and SDPs in the community.

DHET's roles and responsibilities

The DHET is responsible for developing the partnership strategy that sets the parameters and rules of engagement on partnerships, as well as driving interdepartmental and intradepartmental partnership. The CET Branch's coordination is needed at this level to avoid an uncontrolled influx of negotiations between colleges and national departments. If colleges were to negotiate partnerships with national departments themselves, this could also lead to competition for resources. In this regard, it would be better if the CET Branch negotiated and distributed resources from these negotiations to the colleges accordingly, based on which college is best positioned (in terms of capabilities and infrastructure) to successfully execute the agreements of the partnerships. It is important that the Branch does not lose sight of the mandate when negotiating these partnerships. If there is money to support agricultural activity for example, the colleges' role would be skills, and not anything else to do with the broader project and the funds for other aspects of that project.

Roles and responsibilities of colleges and other providers and entities

Colleges can negotiate partnerships at local level, including with the municipalities and other providers in the community. While colleges would approach other providers or entities based on their need, they should also be open to reviewing proposals from these providers/entities if approached for partnership.

Assessing the need for partnerships

An assessment of whether a partnership is needed or not is a critical aspect of partnerships. Partnerships are intended to achieve what a college cannot achieve on its own. It may not always be the case that all colleges need partnerships so they should not be regarded as a requirement for all colleges. All partnerships entered into should clearly specify their purpose. In assessing whether a partnership is needed or not, colleges must also assess

whether they have the capabilities to support the kind of partnership that they are seeking. For example, if the college wants to get into a partnership for training 10 000 EPWP beneficiaries in one year, there has to be an assessment of whether the college has the appropriate skills among its staff to deliver the required programmes; if it has the space for such big numbers and if not, if alternative adequate space can be sourced, and whether the college can continue delivering its core programmes effectively and not compromise quality because of this partnership which may have attractive financial incentives for the college. Any partnership entered into should not threaten the sustainability of core business for the colleges.

Criteria for approval of partnerships

Colleges must be aware of the potential for abuse through partnerships and although this may not always be water tight, problems can be reduced by ensuring that criteria are put in place to curb corruption and nepotism. The following criteria may be considered in the selection and approval of partners:

- a. Do the services/goods offered by the potential partner support the vision and mission and core mandate of the college?
- b. Is the partner of a reputable standing in the proposed area of partnership? Are they one of the best in the field in their area of proposed partnership?
- c. Is the potential partner free to enter into a legally binding contract with the college?
- d. Is the partner financially sound? Is the partner willing to go through a due diligence process should this be required?
- e. For programme delivery, does the partner have experience in delivering the programme at the scale they are being required to provide?
- f. If the college has space constraints, for programme delivery, does the partner have appropriate access to resources (physical and staffing) to deliver the programme?
- g. Does the partner have an acceptable record of partnership with other institutions?
- h. Does the partner have robust quality management procedures?
- i. Has the partner been subject to any allegations or convictions for fraud, bribery or corruption?
- j. Is there a reputational risk associated with the partnership (for example, the partner's business and ethical interests, the risk of being unable to deliver the project)?

Discussion

*What should colleges and the CET Branch do to systematise partnerships into the system?
Proposals for TT to debate*

1. Colleges should do a SWOT analysis as part of their strategic plans to determine the areas where they can partner with other entities and provide programmes; and areas where they can seek services and goods from other

2. The CET Branch should do some mapping of national programmes where CET can play a role in skills provision to improve programme outcome
3. Each college must develop criteria for vetting partner credentials in the area in which the partnership is being sourced. Review the criteria proposed below.
4. The CET branch must develop a generic MoU that can be adapted by colleges depending on their partnership needs.
5. What work should be done for the plan on partnerships? By who?