VUK'UPHILE LEARNER CONTRACTOR SET UP A BRICK-MAKING COMPANY TO TACKLE UNEMPLOYMENT IN LIMPOPO
Article and Pictures by Maanea Maseleselе

South Africa celebrates National Disability Rights Awareness month annually between 3 November and 3 December. The International Day of Persons with Disabilities will be commemorated on the 3rd of December 2021 and will be celebrated as a National Disability Rights Awareness Day. This years' theme is "The year of Charlotte Mannya Maxeke- Create and Realise an Inclusive Society Upholding Rights of Persons with Disabilities".

In commemorating this crucial month we look at the contribution that Mr Azwihangwisa Prince Mudzanani has played in uplifting the life of his community.

Mudzanani is a person living with disability who participated in the Expanded Public Works Programme (EPWP) Vuk'uphile Learnership Programme. The Vuk'uphile Learnership Programme is intended to develop emerging contractors into fully fledged contractors to be able to execute labour-intensive projects. The emphasis of the programme is to develop administrative, technical, contractual, managerial and entrepreneurial skills of the learners.

Mudzanani from Vyeboom in Limpopo joined Vukuphile Contractor Learnership Programme under the Vhembe District Municipality in 2019 as a learner contractor. In 2020 he was assigned a project to build 73 VIP toilets within the jurisdiction of Collins Chabane Local Municipality. The VIP toilets were constructed in five different villages as follows: Hasani 20, Phaphazela 23, Mukhomi 12, Doveni 14, and Khakhanwa 4.

Mudzanani explained that even though he set up the company before participating in the Vuk'uphile Programme, he only managed to operate the company effectively with the earnings he received from the Vuk'uphile VIP toilet construction project. "After completing the project, I used the earnings I received to fund Priamu Trading and Projects - my own brick-making company which has currently employed five community members."

"From the profit that I made, I bought company assets such as a 4-ton truck, brick making machine, concrete mixer, and a compacting machine. Investing in the company ensured that I can earn an income and provide for my family while waiting for the municipality to provide me with a second project under the Vuk'uphile programme," Mudzanani explained. He added that his goal is to grow his company so that he can employ more people from his community.

"I wish to thank the government for allowing me to participate in the Vuk'uphile Contractor Learnership Programme. The Programme has changed my life for the better," he said.

EXPANDED PUBLIC WORKS PROGRAMME

UNDERSTANDING KNOWLEDGE MANAGEMENT BETTER: PRESCRIPTS AND GUIDELINES FOR MANAGING ELECTRONIC RECORDS
Article by Andiswa Qiqimana

The Knowledge Management function within the Expanded Public Works Programme is responsible for preserving and managing knowledge within the branch. It is therefore important to note that the prescripts and guidelines for managing the EPWP electronic records are derived from the National Archives and Records Service of South Africa (NARSA.

The National Archives and Records Service of South Africa Act (Act No. 43 of 1996) is the basic act that prescribes the management and care of the records of governmental bodies as well as the preservation and use of a national archival heritage. National Archives and Records Service of South Africa (NARSA), which is located within the Department of Arts and Culture, published in 2003 a policy, principles, and requirements for managing electronic records in governmental bodies . This document has seen several updates since then. The unit also maintains a website on best practices in records management.

In this instance, a record refers to recorded information (e.g. plans, registers or files), regardless of form or medium. Public records are created or received in the course of official governmental business. These records are kept as evidence of a governmental body's functions, activities and transactions. Public records which have long-term archival value should be preserved as part of the national archival heritage.

The above documents have prescripts and guidelines on the management of electronic records which are very instructive for knowledge management within the EPWP. Some crucial guidelines are listed below.

Efficient life-cycle management of records
The life-cycle concept is key in records management. Storage space is expensive and life cycle management allows effective retrieval of important administrative, financial and legal information.

Written policies and procedures
Organisations should create and maintain written policies and procedures to guide the overall management of their electronic records. The policy should be in line with the National Archives and Records Service of South Africa Act and should link up with the organisation's overall mandate and mission objectives.

Classification of records at creation
The creation and maintenance of authentic and reliable records necessitates the capturing of the records into the managed environment of a relevant classification system at creation. Record keeping should be built into the defined business processes and electronic work environment. The documents must be organised into categories that reflect the functions/business of the organisation. The most crucial aspect in this regard is the approval of file plans which are conceptual models of business classification schemes organised as hierarchical structures into which records are created and stored.

Effective use of metadata
Metadata provides information about other data. It summarises basic information about data, make findings and working with particular instances of the data easier. There are different types of metadata such as descriptive metadata (e.g. title, abstract, author, and keywords), structural metadata (e.g. types and versions of digital materials) and administrative metadata (e.g. the resource type, permissions, and when and how the resource was created). The metadata allows for the electronic records to be easily accessible in the normal course of business.

Systematic disposal programme
Records need to be appraised timeously to identify those records that have archival value and must be done very early in the lifecycle to ensure integrity and retention.

Version control
There are usually multiple copies of the same electronic record and only through version control can the authoritative record be identified, protected and preserved.

Back-up and disaster recovery plans
This allows a rebuild of electronic information in the case of significant network failure or other disasters. However, the back-up system should never be seen as a substitute for good records management practices.