

Monthly Progress Report No [...]

EPWP CONTRACTOR LEARNERSHIP PROGRAMME

For [*PUBLIC BODY*]

SECTION A: Report by Contract Learnership Programme Manager	
<i>Note: Report to be submitted to National Contract Learnership Programme Manager no later than the close of business on the thirteenth (13th) day of each month</i>	
<u>Prepared by:</u>	
Provincial EPWP Manager:	Tel:
	Fax:
Date:	E-mail:

SECTION B: Report by Training Provider - Construction Contractor NQF Level 2	
<i>Note: Report to be submitted to Provincial Contract Learnership Programme Manager no later than the close of business on the tenth (10th) day of each month.</i>	
<u>Prepared by:</u>	
Training Provider:	Tel:
	Fax:
Date:	E-mail:

SECTION C: Report by Training Provider - Construction Supervisor NQF Level 4	
<i>Note: Report to be submitted to Provincial Contract Learnership Programme Manager no later than the close of business on the tenth (10th) day of each month.</i>	
<u>Prepared by:</u>	
Training Provider:	Tel:
	Fax:
Date:	E-mail:

SECTION A: Report by Contract Learnership Programme Manager

For period [Month] 2005

Project description / location				
Province			Project No.	
Contact Details	Public Body	Training Providers		Mentor
		Construction Contractor NQF Level 2	Construction Supervisor NQF Level 4	
Name				
Contact Person				
Phone				
Fax				
e-mail				
Address				

A.1 BACKGROUND

The Expanded Public Works Programme (EPWP) is intended to develop emerging contractors into fully-fledged contractors able to execute labour-intensive projects. The emphasis of the programme is to develop entrepreneur, business, and technical skills.

The municipality...*[give background as to type of projects, locations etc.]*.

A.2 PROGRESS

Progress up to [Date 2005] is reported in this report.

A.2.1 ACHIEVEMENTS

The achievements to date ...*[describe achievements and success stories]*
.....and

- *Progress i.t.o milestones dates, agreements signed, etc.*
- *Any key decisions / changes that has been implemented in the period.*

A.2.2 CONCERNS

Concerns with respect to the progress on the project in terms of the overall programme

- *State problems /risks that can influence the project completion*
- *Describe how the problems have been address and correction actions taken.*

A.3 MEETINGS

Main meetings that were held on the project, included:

- *who attended the meeting,*
- *what decisions/changes were made during the meetings that influence the programme*

A.3.1 PUBLIC BODY

The meeting

A.3.2 CETA

The meeting

A.3.3 TRAINING PROVIDER

The meeting

A.3.4 MENTOR

The meeting

A.3.5 ABSA

The meeting

A.4 TIME MANAGEMENT

The progress with the implementation of the learnership programme is summarised in this section.

A table indicating the time frames for training and contracts for each learner contractor is reflected in Addendum C.

A.4.1 SUMMARY OF MILESTONES

Description	Date	
	MoA signed (all three parties)	1. Public Body
	2. DPW	...
	3. CETA	...
Advertise for learners		
Briefing session for advertisement		
Closing date of advertisement		
Learners written assessments		
Learners interviews		
Signature of Learnership Agreements		
Mentor interview date/s		
Mentor appointment date		
Training start date		
First contract start date		
Completion of learnerships		

No of learnerships signed for in MoA:
Actual no of learnerships this month:

A.5 TRAINING

Complete reports by the respective training providers are attached as Section 2 (Training Provider - Construction Contractor NQF Level 2) and Section 3 (Training Provider - Construction Supervisor NQF Level 4) to this report.

A.5.1 LEARNERSHIPS COMMITTED

Summary of learners committed on the programme:

	Construction Contractor NQF Level 2	Construction Supervisor NQF Level 4
Total		
Signed		
Outstanding		
Drop-outs		

A.5.2 TRAINING STATISTICS

The profiles: - gender, age and race of all Construction Contractor NQF Level 2 learners that are enrolled in the training are included in Addendum A and Construction Supervisors (Labour Intensive Construction) NQF Level 4 in Addendum B. *(Numbers indicated are "Total to date")*.

A.5.2 TRAINING PROJECTS

The on-site training-projects will consists of

A.5.3 ENGAGEMENTS WITH TRAINING PROVIDERS

The training provider for *[learnership]*

A.5.4 CONCERNS

Concerns with respect to the training on-site / classroom

A.6 MENTORS

A table indicating the mentors appointed for each learner contractor is reflected in Addendum D.

A.6.1 ENGAGEMENTS WITH LEARNERS

The mentors

A.6.2 CONCERNS

Concerns with respect to the mentors

A.6.3 BUDGET AND EXPENDITURE

Summary of mentor invoices:

Date	Invoice Amount (VAT incl)	Cumulative amount (VAT incl)

EPWP budget (VAT incl):

A.7 QUALITY MANAGEMENT

Quality of work on projects

- State measures and visits that have been done to ensure Quality management of training. (Describe CETA's visits etc.)

A.8 COMMUNICATION

Describe activities such as events, launches, publicity generated etc.

A.9 COMPLIANCE WITH STATUARY REQUIREMENTS

Contractors need to comply with statutory requirements. The table below indicates the number of contractors that complied.

Construction Contractor	Tax clearance certificate	SDL registration
Total		
Complied		
Outstanding		

A.10 RECOMMENDATIONS

..... [Describe lessons learnt and recommendations]

SECTION B: Report by Training Provider - Construction Contractor NQF Level 2

For period December 2004

Training Start Date:	
Number of Learnerships:	

B.1 PROGRESS

Progress up to [Date 2005] is reported in this report.

B.1.1 ACHIEVEMENTS

The achievements to date ...[describe achievements and success stories]
.....and

- Progress i.t.o milestones dates, agreements signed, etc.
- Any key decisions / changes that has been implemented in the period.

B.1.2 CONCERNS

Concerns with respect to the progress[describe anticipated risks/concerns]....

B.2 MEETINGS

Main meetings that was held on the project, including:

- *who attended the meeting,*
- *what decisions/changes were made during the meetings that influence the programme*

B.2.1 CETA

The meeting

B.2.2 LEARNERS

The meeting

B.2.3 MENTOR

The meeting

B.3 TRAINING

B.3.1 TRAINING STATISTICS

The profile: - gender, age and race of all learners on the programme are indicated in the table below. *(Numbers indicated are "Total to date")*.

Complete profiles of all Construction Contractor NQF Level 2 learners that are enrolled in the training are included in Addendum A.

B3.1.1 Number of Construction Contractor NQF Level 2 learners

Description	TOTAL		African		Coloured		Indian / Asian		White	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<= 35 years										
> 35 years										

B.3.2 LEARNERSHIPS COMMITTED

Summary of learners committed on the programme:

	Construction Contractor NQF Level 2
Total	
Signed	
Outstanding	
Drop-outs	

B.3.3 DROP-OUTS

Details of the learners that dropped-out during this course of the learnership to date are:

Name & Surname	Learnership Agreement No.	ID number	Date of Dropping - out	Reason

B.4 TRAINING PROGRAMME

B.4.1 TRAINING PROGRESS

The on-site training-projects will consists of

B.4.2 LEARNER ACHIEVEMENTS

Learners have

B.4.3 CONCERNS

Concerns with respect to the progress on project in terms of the overall programme

- *State problems /risks that can influence the project completion*
- *Describe how the problems have been address and correction actions taken.*

B.5 RECOMMENDATIONS

..... [*Describe lessons learnt and recommendations*]

SECTION C: Report by Training Provider - Construction Supervisor NQF Level 4

For period December 2004

Training Start Date:	
Number of Learnerships:	

C.1 PROGRESS

Progress up to [Date 2005] is reported in this report.

C.1.1 ACHIEVEMENTS

The achievements to date ...[describe achievements and success stories]
.....and

- Progress i.t.o milestones dates, agreements signed, etc.
- Any key decisions / changes that has been implemented in the period.

C.1.2 CONCERNS

Concerns with respect to the progress[describe anticipated risks/concerns]....

C.2 MEETINGS

Main meetings that was held on the project, including:

- *who attended the meeting,*
- *what decisions/changes were made during the meetings that influence the programme*

C.2.1 CETA

The meeting

C.2.2 LEARNERS

The meeting

C.2.3 MENTOR

The meeting

C.3 TRAINING

C.3.1 TRAINING STATISTICS

The profile: - gender, age and race of all learners on the programme are indicated in the table below. *(Numbers indicated are "Total to date")*.

Complete profiles of all Construction Supervisors (Labour Intensive Construction) NQF Level 4 in Addendum B.

C.3.1.1 Number of Construction Supervisors (Labour Intensive Construction) NQF Level 4 learners

Description	TOTAL		African		Coloured		Indian / Asian		White	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
<= 35 years										
> 35 years										

C.3.2 LEARNERSHIPS COMMITTED

Summary of learners committed on the programme:

	Construction Supervisor NQF Level 4
Total	
Signed	
Outstanding	
Drop-outs	

C.3.3 DROP-OUTS

Details of the learners that dropped-out during this course of the learnership to date are:

Name & Surname	Learnership Agreement No.	ID number	Date of Dropping - out	Reason

C.4 TRAINING PROGRAMME

C.4.1 TRAINING PROGRESS

The on-site training-projects will consists of

C.4.2 LEARNER ACHIEVEMENTS

Learners have

C.4.3 CONCERNS

Concerns with respect to the progress on project in terms of the overall programme

- *State problems /risks that can influence the project completion*
- *Describe how the problems have been address and correction actions taken.*

C.5 RECOMMENDATIONS

..... [*Describe lessons learnt and recommendations*]