

NDPW - RESPONSIBILITY MATRIX

Task / Function	Partners / Stakeholders												
	DPW			Prov/Mun		CETA			OTHER				
	DPW National	DPW Provincial Manager	DPW Mentor	Prov/Mun	Consultant appointed by Prov/Mun	CETA	Training Provider	Executive Committee	Management Team	Selection Committee	Learner	ABSA	Other
	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:	Name:
	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.	Telephone no.
	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:	e-mail:
Application Phase													
Application/Intent to NDPW				Resp									
Briefing session on implications & requirements as per	Partake	Resp		Partake		Partake						Partake	Party responsible for providing projects
Sign MOU (NDPW, CETA and the Public Body)	Resp			Resp		Resp							
Establish Executive Committee (NDPW, CETA and Public Body)													
Appoint the respective institutional representatives	Partake	Resp		Resp		Resp							
Select Chairperson - as per consensus from amongst NDPW, CETA	Resp			Resp		Resp							
Appoint Secretariat								Resp					
Establish Management Team (Executive Committee and ABSA)													
Executive Committee Members and appoint an ABSA representative	Resp			Resp		Resp						Resp	Designated implementing agents - can partake
Select Chairperson - as per consensus from amongst NDPW, Public	Resp			Resp		Resp						Resp	
Champion - responsible for overall coordination and management of learnership implementation								Resp					Designated implementing agents - can partake
Secretariat - responsible for preparation of minutes and arrangement of meetings								Resp					Designated implementing agents - can partake
Housekeeping - responsible for the day-to-day administrative tasks linked to the responsibilities of the champion								Resp	Resp				Designated implementing agents - can partake
Preparation Phase (Learnerships)													
Notify CETA to appoint Training Provider (Training, Ass	Resp	Inform											
Appoint Training Provider						Resp							
Establish Selection Committee									Resp			Partake	
Training plan				Partake			Resp		Partake				
Selection Plan (Technikon students, Resident base, etc)									Resp				
Communicate / Present Training plan to Province/Municipality/Management Team				Partake		Partake	Resp		Partake				
Approve Training Plan									Resp				
Appoint, Brief & Train Mentor	Resp												
Selection Process													
Agree on selection process (based on guidelines from DPW & inputs from Bank)									Resp				
Prepare advertisement for approval by CETA and DPW				Resp									
Advertise				Resp									
Briefing Session									Resp				
Invite applications									Resp				
Opening Applications										Resp			
Assess completed forms ito criteria							Resp						
Pre-evaluation									Resp				
Detailed written Assessment by Learner Candidates		Partake						Resp					
Evaluation report with Recommendations by Training provider to Committee								Resp					
Shortlist Learner Candidates for interviews									Resp				
Provision of shortlisted Learner details to ABSA									Resp			Partake	
Interview Learner Candidates										Resp			
Final Approval of learners										Resp			
Notify learners of selection										Resp			
Complete CETA database to prepare Learnership Agreements							Resp						
Send Learner database to CETA Regional Office (copy H/O)							Resp						
Regional CETA office verifies data (3 days required) and send to H/O							Resp	Partake					
H/O Prepares learnership agreements (allocate L/S number & print) (4 days required)							Resp						
Provide Learnership agreements to Training provider/Province/Municipality (2 days required)							Resp						
Induction- Introduction of Programme to learners								Partake	Resp		Partake	Partake	
Sign Learnership agreement				Resp				Resp			Resp		
Send copy of cover, signature page and ID document to CETA H/O								Partake	Resp				
CETA H/O register learner on CETA database								Resp					
CETA H/O prepares invoice template for Training provider/Province/Municipality								Resp					
Training Provider/Province/Municipality start claiming payments and grants				Partake				Resp					
Registration of New Close Corporation			Partake						Resp				
Financial Compliance, VAT , etc of new Learner Contracting Company			Partake						Resp		Partake		
Sign Contract of Employment				Resp							Partake		
Registration with DOL							Resp						
Preparation Phase (Projects)													
Identify and allocate projects				Resp									
Prepare project plan				Resp									
Appoint and Brief Consultants				Resp									
Design and Prepare Documentation				Partake	Resp								
Construction Implementation Plan			Resp										
Financial Planning			Resp		Partake							Partake	
Determine Commencement of Construction			Partake		Resp								
Classroom and Practical Training													
Prepare for classroom training (logistics, accommodation etc)								Partake	Resp				
Establish Training Sites (Tools, equipment etc)								Resp					
Induction on the Bank's facility												Resp	
Phase 1 - Classroom Training													
Classroom and hands on training			Partake					Resp			Partake		
Phase 2 - On-site Training Project													

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Negotiate rates with learner contractors		Partake	Resp	Partake	Partake		Partake				Partake		
Final approval of rates by DPW	Resp												
Prepare Cash Flows			Partake								Resp		
Sign contract between Province/Municipality and the Learner contractor				Partake							Resp		
Sign contract with bank for Project Financing			Partake								Resp	Partake	
Arrange Overdraft Facilities			Partake									Resp	
Recruitment of Labour and Artisans			Partake	Partake							Resp		IDT / DoL
Commence On site training project											Resp		
Site Establishment, Planning, Requisition of Tools, Materials, etc			Partake								Resp		
Notify DOL for EPWP worker Training		Partake	Resp								Partake		IDT
Execution of training project			Partake								Resp		
EPWP Worker Life Skills Training											Partake		DoL

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Phase 3 - Classroom Training													
Classroom training			Partake				Resp				Partake		
Phase 4 – On-site Training Project													
Negotiate rates with learner contractors		Partake	Resp	Partake	Partake		Partake				Partake		
Final approval of rates by DPW	Resp												
Prepare Cash Flows			Partake								Resp		
Sign contract between Province/Municipality and the Learner contractor				Partake							Resp		
Sign contract with bank for Project Financing			Partake								Resp	Partake	
Arrange Overdraft Facilities			Partake									Resp	
Recruitment of Labour and Artisans			Partake	Partake							Resp		IDT / DoL
Commence On site training project											Resp		
Site Establishment, Planning, Requisition of Tools, Materials, etc			Partake								Resp		
Notify DOL for EPWP worker Training		Partake	Resp								Partake		IDT
Execution of training project			Partake								Resp		
EPWP Worker Life Skills Training											Partake		DoL
Phase 5 - Classroom Training													
Classroom training			Partake				Resp				Partake		
Phase 6 – On-site Training Project													
Negotiate rates with learner contractors		Partake	Resp	Partake	Partake		Partake				Partake		
Final approval of rates by DPW	Resp												
Prepare Cash Flows			Partake								Resp		
Sign contract between Province/Municipality and the Learner contractor				Partake							Resp		
Sign contract with bank for Project Financing			Partake								Resp	Partake	
Arrange Overdraft Facilities			Partake									Resp	
Recruitment of Labour and Artisans			Partake	Partake							Resp		IDT / DoL
Commence On site training project											Resp		
Site Establishment, Planning, Requisition of Tools, Materials, etc			Partake								Resp		
Notify DOL for EPWP worker Training		Partake	Resp								Partake		IDT
Execution of training project			Partake								Resp		
EPWP Worker Life Skills Training											Partake		DoL
Reporting (Training)													
Phased assessment reports after completion of training modules													
Phase 1							Resp						
Phase 3							Resp						
Phase 5							Resp						
Assessment, Moderation and Verification Reports													
Phase 1						Resp	Partake						
Phase 3						Resp	Partake						
Phase 5						Resp	Partake						
Phased Progress report to DPW EPWP Unit													
Phase 1									Resp				
Phase 3									Resp				
Phase 5									Resp				
Registration of Achievements with DOL													
Phase 1						Resp							
Phase 3						Resp							
Phase 5						Resp							
Reporting (Mentoring)													
Phased Progress Mentoring reports to Management Team													
Phase 2		Resp											
Phase 4		Resp											
Phase 6		Resp											
Assessment report of learners													
Phase 2		Resp											
Phase 4		Resp											
Phase 6		Resp											
Phased Progress report to DPW EPWP Unit													
Phase 2		Resp											
Phase 4		Resp											
Phase 6		Resp											
Three way evaluation - on completion of programme													
Learner evaluates Training Provider and Mentor											Resp		
Mentor evaluates Training Provider and learner		Resp											
Training Provider evaluates learner and mentor							Resp						