



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

GUIDELINES FOR EPWP LOGISTICS MEETINGS

EPWP TRAINING

**SOCIAL DEVELOPMENT FUNDS
SKILLS PROGRAMMES/SHORT COURSES**

TF 007

Introduction

Training Logistics meetings will be held in preparation for course implementation, after the Training Provider has signed a training contract with the EPWP through the NDPW.

The Purpose of the training logistics meeting is for all role players involved with implementing the training to agree to logistics related to the contracted training.

The checklist below provides aspects to be covered before, during and after the logistics meeting. Any other matters raised in the meeting may be added to this checklist as additional information.

Once agreed, the checklist will be signed by the EPWP Regional Training Manager, Training Provider and Project Manager before training can commence.

This checklist will be filled as Minutes of the Logistics Meeting.
Before the meeting

1. EPWP Regional Training Manager will contact all stakeholders to agree on logistics meeting date. The following stakeholders will attend the meeting:
 - a. Contractor/Project Implementer/Project Manager
 - b. Community Liaison Officer/Municipal Support Officer/Training Coordinator
 - c. EPWP Regional and Provincial Training Team
 - d. Contracted Training Provider
 - e. Sub Contracted Training Provider
 - f. Sector Managers
 - g. Officials from Sector Education Training Authorities (Officials from SETAs)
2. EPWP Regional Training Manager will secure meeting venue, catering, agenda, projectors, flip charts, markers, meeting stationery, branding materials etc.
3. EPWP Regional Training Manager will prepare the following documents for the meeting:
 - a. Training Provider Contract;
 - b. Project Information i.e. **(A copy of the file info approved by the Training Applications Approval Committee)**;
 - c. Contracted Training Courses Annexure;
 - d. Eligibility Guide;
 - e. Presentation on Learner Induction;
 - f. Attendance Register templates;
 - g. Claim form templates;
 - h. Course Task Lists or SAQA Course description;
 - i. Payment of learner allowances templates and
 - j. Implementation plan template.

4. EPWP will ensure that the Training Provider brings the following information to the meeting i.e.:
 - a. Copy of signed training provider's contract
 - b. Qualifications of facilitators who will provide the training
 - c. Implementation plan (if ready)
 - d. Details of venue for theory and practical for all the courses which are to be discussed
 - e. Training Provider's proof of ability to pay learner allowances
 - f. Qualifications for Constituent Assessors
 - g. Qualifications for Moderators appointed by the Training Providers.

During the meeting:

The following issues to be discussed during the meeting

Item No	Item	Discussed Yes / No	Comments
1.	<p>The National Skills Funds allocated under this Social Development Funding Window are intended to finance only costs directly related to the delivery of learning, which includes the following:</p> <ol style="list-style-type: none"> 1. Pre-training assessment/RPL of beneficiaries 2. Facilitation of training 3. Workplace training costs i.e. costs directly related to workplace training. 4. Learner allowances 5. Assessment and Moderation for accredited training 6. Certification - for completed training and competent learners 7. Quality assurance (in the case of accredited training) <p>Post project training costs related to exit and where there is clear absorption capacity related to the post project training.</p>		

2.	<p>The following costs will not be covered from this fund:</p> <ol style="list-style-type: none"> 1. Marketing and public relations 2. Material Development 3. Infrastructure development besides training venue or capital 4. Planning costs 5. Proposal development costs 6. Workshops and conferences 7. System development 8. Operational costs of the applicant organization 9. Research and feasibility studies 10. Directors fees 11. Once-off activities, unrelated to a development plan 12. Formal educational programmes funded by government 13. Ongoing programmes of the applicant organization 14. No applications will be considered for funding for purposes of completing the training which could not be previously completed by another funder. 		
3.	<p>Instructor: learner ratio is 1:15 for technical skills and 1:25 for soft skills.(Other ratios as agreed with the SETAs are acceptable)</p>		

4.	Project stipends/daily wages for beneficiaries will be secured by Implementing bodies. Project stipends will also be paid during training.		
5.	Prior/pool training initiatives will be supported if 70% placement is secured.		
6.	A diagnostic assessment of the learners will be held at the beginning of the training. This assists the Training Provider to determine learners who may need extra attention. The Training Provider will provide the results to the EPWP.		
7.	At least 70% of the trained learners should be placed in viable EPWP projects or any other opportunities. Public bodies should guarantee this after training the learners. The placement duration will be informed by the end date of the respective projects activities.		
8.	During training, the project site shall be considered as the actual workplace learning component of the training programme, unless otherwise. Agree where, when details of the workplace learning component. Get commitment from the Project Implementer.		

9. The learner's allowances will be paid for both the theoretical and workplace component of training.

The Learners Allowance is intended to cater for learner's daily transport and a meal during training.

The allowances will be paid to the learners by the appointed Training Provider, on the last training day of the week as per the signed Learner Attendance Registers.

However Public Bodies wishing to pay for learner allowances should state this in writing to the EPWP Regional Training Manager at the submission of the training application.

For training for exits / post training, the learners allowance will be paid out to learners during the theoretical and practical component of training.

No NSF allowance is payable for the training day not attended by the Learner.

As proof of attendance, learners will sign signatures in the class attendance register once each day after lunch during training. EPWP will monitor to ensure compliance.

10.	<p>Training allowance fees will be as follows:</p> <ol style="list-style-type: none"> 1. Non Accredited short courses= R 60 per person per day. 2. Accredited Courses / Skills programmes = R62 per person per day <p>The EPWP Regional Training Managers must verify, during the Logistics Meeting, that the provider has sufficient funds to pay the allowances. This process will have been done again during the Due Diligence process. If the Training Provider is not ready, issues about this matter must be taken up with the Training Support Director in Head Office.</p>		
11.	<p>In line with the Public Finance Management Act (PFMA) advance training allowances will be considered for FET's only.</p> <p>In this case, training managers will recommend payment and the Director: Training Support will approve. 50% of the Training allowance will be paid as an advance for training which is two weeks or more.</p>		
12.	Applicable templates for Learner Allowances issued.		
13.	Advance payment (if any) agreed in writing		
14.	No tippex on claim documents. Any alterations rather be scratched out and initialled.		

15.	The Training Provider will factor in 1 hour for an EPWP Learner Induction session which covers a brief on the EPWP and the EPWP Training. This is to be provided on the first day of the training.		
16.	<p>Practical training should include the daily site visits and a mentor should be on training site / venue with the learners each day.</p> <p>During practical training, learners will be expected to do work related to the training course outcomes.</p> <p>A log book showing daily activities done by the learners should be filled and signed and kept up to date.</p> <p>Agree how Attendance Registers will be filled during practical training.</p>		
17.	<p>Training Venue i.e. location, payments, bookings</p> <p>EPWP to ensure that the Training venue is within the reach of the learners unless otherwise.</p> <p>If Public Body intends to transport and accommodate learners, Public Body to confirm budget and management of this in writing.</p>		

18.	Food during the training – will it be provided, if so by who, when, how, where.		
19.	Training Provider to explain their expectations and requirements e.g. management of attendance of learners, ID documents.		
20.	Equipment, stationery, training manuals and quantities during training to be discussed and agreed with training provider.		
21.	<p>Agree on starting and finishing times for the training including the breaks and lunches. Agree on start and end date of training.</p> <p>Training will not commence until the Implementation Plan is signed. Regional Training Manager signals a go ahead in writing. (Signed Implementation Plan)</p> <p>Contracts will not be extended unless through Bid Adjudication in consultation with the Beneficiary Training and Training Support Units.</p>		
22.	Communication process and Communication channels agreed.		
23.	<p>Discuss issues related to the learners:</p> <ol style="list-style-type: none"> 1. Learner Induction at the start of training i.e. who will provide information about the training to the learners, when, how. 		

	<p>2. Issues about absenteeism, stipends, food, accommodation, transport, certificates etc to be known to participants before the training starts.</p>		
24.	<p>Monitoring of the Training – who will monitor the training, when, how. Agree and inform the training provider about the process of monitoring the training and dates when monitoring will be done. The training provider must also be informed that from time to time there will be site visits without prior warning the Training Provider and Facilitator.</p>		
25.	<p>Certification – Discuss with training provider what certificates and when and how they will be issued and conditions for issuing the Certificates.</p> <p>The timeframes within which learners must be uploaded on the SETA database (those that have received accredited training to be agreed.</p> <p>Certificate of Attendance will still be issued for both accredited and non accredited training.</p>		
26.	<p>Branding for EPWP Training Guide the training provider on the branding during the training and the NDPW / EPWP Communication Information Strategy. Resources permitting, EPWP Training events should also be branded.</p>		

27.	Certification and Graduation – Discuss and agree with Training Provider both for Accredited Training and Non Accredited Training requirements.		
-----	---	--	--

After the Logistics Meeting before the start of the Training

Regional Training Manager will approve Implementation Plan and sign off.

Sign off Logistics Meeting Agreements / Minutes.


Agree with Training Provider and in writing when Training will start. This will be done by signing the Training Implementation Plan.

Signed


	EPWP Training Official	Date:
	Project Manager	Date:
	Training Provider	Date:

1. Change History:

1.1 Configuration Control

Configuration Control	
Document Name	Guidelines for EPWP Logistics Meetings Guidelines / Checklist
Document version	Version 1.0
Created by	Director Beneficiary Training
Signed	
Date	20 August 2010
Document location	L Drive

1.2 Document Approval

Approved	
Signed:	
Chief Director Partnership Support	
Date:	20 August 2010



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

Training Provider Logo

TRAINING IMPLEMENTATION PLAN TEMPLATE

SOCIAL DEVELOPMENT FUNDS

SKILLS PROGRAMMES/SHORT COURSES

TF 008

**Complete this form and submit it to the EPWP Training Manager.
No training can start before this form is submitted.**

Province:		Project Name:	
Course Name:			
Course Start Date:		Course End Date:	
Accredited:	Yes	No	SAQA ID No:
Credits:		NQF Level:	

Day and Date	Outcome	Activities	State whether theory and practical and duration of activity	Locations / Venue	Required equipment and Learning materials	Facilitator Contact Details
Day 1 14 August 2011	Awareness of EPWP Training 1	Induction of Learners	Theory	Mnisi Hall, Krugersdorp	Projector, Hard Copy Presentations, Learning Manual	Albert Mangisi

I _____ hereby certify that the training will be conducted as reflected in this document. I also undertake to notify the Department of Public Works (EPWP) of any deviations in the scheduled dates, and acknowledge that if I do not comply with it that the Public Works (EPWP) may refuse payment of any claims during this deviation period.

Signature of Training Provider
Date:

Signature of the Project Manager
Date:

Signature of EPWP Official
Date:

Compiled by: Director Beneficiary Training  Date: 20 August 2010

Approved by: Chief Director EPWP Partnership Support  Date: 20 August 2010

***Induction Presentation for Learners
SKILLS PROGRAMMES/SHORT COURSES
TF 009***



EPWP Training Learner Induction
Version 1

Goal of the EPWP

- EPWP aims to create 4,5 million work opportunities for poor and unemployed people in South Africa so as to contribute to halving unemployment by 2014, through the delivery of public and community services.
- The first phase of the EPWP was concluded in March 2009. In June 2008, the Cabinet approved the second phase of the EPWP for the period 2009 – 2014.



EPWP Training Learner Induction
Version 1

Principles of the EPWP

- Government Funding
- Wages are paid
- Training is provided to beneficiaries
- Short Term work opportunities are created
- Targets - women, youths and people living with disabilities.



EPWP Training Learner Induction
Version 1

Job creation will be achieved by

- Increasing the labour intensity of government-funded infrastructure projects through the Infrastructure Sector.
- Creating work opportunities in Environment Sector Programmes (e.g. Working for Water, Wetlands, Fire, Waste Collection,
- Creating work opportunities in Social Sector Programmes (e.g. Home Community Based Care, Early Childhood Development, Safety Officers)
- Utilising government expenditure on goods and services to develop new ventures and Enterprise Development.
- Non State Sector programmes through participation of Non Governmental Organisations implementing many different activities for job creation.
- Community Works Programmes targeted at a specific area that will generally involve a large range of different activities identified as necessary and beneficial work by the community in consultation with local government.



EPWP Training Learner Induction
Version 1

TRAINING IN EPWP

- Training is an important component in the EPWP as set out in the Code of Good Practice and the Special Determinations Act.
- Priority is given for Skills Programmes and Accredited Courses .
- Training can be provided during the Implementation or before the start of the project. Training at the end of the Project is not recommended.
- DHET National Skills Fund is the main source of funding for the EPWP Training.
- The funds are used to pay the Training providers who will provide courses, stationery, learning materials and training equipment during training.
- EPWP will monitor the Training, process training provider claims and reporting on the EPWP Training.



EPWP Training Learner Induction
Version 1

- A diagnostic assessment will be held on the learners to determine their level of learning and their potential to cope with the training and possible management measures.
- The Training Provider will share the results of the Assessment with the EPWP and the Project Manager.
- Certificates of Attendance or Certificates of Competency will be issued at the end of each course.
- Learners should sign Attendance Registers daily after lunch.
- The same signature should be signed consistently in the Attendance Register.



EPWP Training Learner Induction
Version 1

Training Allowance

- During training, learners will receive a training allowance of R60 for Non Accredited and R62 for Accredited Training.
- Learners will continued to receive their wage from their employer.
- The Training Allowance will be administered by the Training Provider and will be paid weekly to the learners on the last day of the working week.
- Learners are therefore encouraged to have individual Bank Accounts.
- The Training Provider will explain other requirements for the payment of the training allowance.
- This training allowance is for food and transport during training.
- No extra food, accommodation or transport will be provided during the training.
- Under no circumstances will this Training Allowance be paid when a learner has not attended training.
- Under no circumstances will the training allowance be paid to a learner for part attendance of the training ie half day etc.
- Learners should attend all the training as absence may lead to dismissal from the training.



Department of
Public Works
REPUBLIC OF SOUTH AFRICA



EPWP Training Learner Induction
Version 1

Training Implementation Cont.

- The Training Schedule for the training including starting and finishing dates and times will be communicated to the learners by the Training Provider.
- The Training Provider will communicate training requirements during a Public Holiday. However this is not encouraged
- If there are any challenges, learners will communicate their concerns with their facilitator. If that fails learners will communicate any concerns to their Project Manager who will then communicate with the EPWP Official.
- Learners are requested to keep their Original ID documents with them at all times during the training.
- If a learner misses 20% of the training, (all circumstances considered) he / she will be dropped out from the class and may be replaced.
- Learners should put effort and cooperate with the Training Provider to ensure that they will be competent at the end of the course.
- Lateness to classes is not acceptable.
- Learners may not be replaced without agreeing with the EPWP Training Officials through the Project Manager.
- EPWP wishes you the best with the Training Programme.



public works
Department of
Public Works
REPUBLIC OF SOUTH AFRICA



EPWP Training Learner Induction
Version 1

THANK YOU

Name: Phone No.



EPWP Training Learner Induction
Version 1

CHANGE HISTORY

Configuration Control	
Document Name	Induction Presentation for Learners - Skills Programmes and Short Courses
Document version	Version 1.00
Created by	Director Beneficiary Training
Signed	<i>Atakunike</i>
Date	20 August 2010
Document location	L Drive

Approved	
Signed:	<i>[Signature]</i>
Chief Director Partnership Support	
Date:	20 August 2010



EPWP Training Learner Induction
Version 1



GUIDELINES FOR MONITORING TRAINING

SOCIAL DEVELOPMENT FUNDS SKILLS PROGRAMMES/SHORT COURSES

TF 010

The EPWP Training Monitors (i.e. Regional Training Unit/ Provincial Training Unit/Sector Managers) will monitor training to ensure that actual activities conform to the planned and intended outcomes, plans and timeframes). It is a systematic effort to compare performance with laid out objectives and standards in order to determine whether progress is as planned. It also allows the taking of remedial action where non-compliance may occur, the foreseeing of difficulties before they arise and making corrections to keep the programme on track.

1. The EPWP Training Monitor must take the following documents with him/her to the training site:

- a. Monitoring Report Template;
- b. Previous monitoring results of same training (if any);
- c. SAQA outcomes, task list indicating equipment, tools and required quantities for this course;
- d. Signed Implementation Plan;
- e. Signed Minutes of Logistics Meeting;
- f. Approved Training Application form with approved learners' name list and ID numbers;
- g. EPWP Training ID verifier tool;
- h. EPWP Learners Induction Presentation;
- i. Site map or directions;
- j. Pen / paper/clipboard;
- k. Camera;
- l. Personal protective clothing

2. **The Training Provider/facilitator must keep the following documents with him/her at each training site throughout the training:**
 - a. SAQA outcomes, task list indicating equipment, tools and required quantities for this course.
 - b. Signed Implementation plan
 - c. Signed Minutes of Logistics Meeting
 - d. Qualifications of the Facilitator / Instructor (not CV)
3. All documents listed above must be produced during the monitoring site visit as failure to produce them when required constitutes non compliance.
4. The form must be completed for each course separately.
5. When deficiencies are identified, the EPWP Training Monitors will contact the EPWP Regional Training Manager who will contact the FET contact person for a decision on the remedial action to be taken. The Regional Training Manager will contact the Director Beneficiary Training if serious measures like stopping the training have to be taken.

Note: Deficiencies can be – training not conducted on dates agreed to in the Training Implementation Plan, drastic departure from the Training Implementation Plan, omitting key course modules, attendance registers signed for days not yet trained, inconsistent signatures, course instruction time reduced by more than 10%, trainer not on site, required equipment not provided, Portfolio evidence not done, unsuitable training facilities i.e. space, lighting, seating, ventilation, toilets; learners' allowances not paid etc.

This form should be completed by the EPWP Training Monitors at the training site where monitoring is conducted.

A. DEMOGRAPHIC DATA OF THE PROJECT					
Province Name	Project Name:				
District Municipality:	Sector Name:			Name Project Manager:	
Local Municipality:	Sector Programme:			Contact No:	
Course Title					
Accredited Yes: No:	SAQA ID:	NQF Level:		Credits:	
Start & End date of the course	Start Date:	End Date:		No of days:	
Contract Start and End Date	Start Date:	End Date:		Contract Duration	
Total number of trained beneficiaries for this course (give actual number on site.)	Total	Blacks	Youth	Women	Disabled
Contact Details: FET Name	Name FET Project Manager:		Name of Contracted Training Provider:		
	Contact No:		Contact No:		
Name & Contacts of the Training Provider Facilitator	Name of the facilitator / Instructor:		Name of the EPWP Monitor:		
	Contact No:		Contact No:		

Fill in all the details.

CRITERIA	YES	NO	COMMENTS
At what stage of the project is the training provided i.e. before, during, at the end or after the project?			
Do beneficiaries receive EPWP wages / stipends/daily wage? If yes, how much, how often			
Are beneficiaries receiving training allowances? How much per day?			
Is there placement secured for the beneficiaries after training? If yes , give details			
Was the learner induction done, give details?			
How many learners are present during this monitoring visit? (Attach the list of names with signatures of the learners seen on the day of the site visit. further evidence e.g. pictures may be attached.)			
Have all the learner IDs been verified. Give details of the invalid ID numbers. What corrective measures were taken?			
Give names and ID numbers of any learners who were absent or who dropped out, state reasons for absenteeism / drop out and any corrective measures taken.			
Were any learners replaced during this training – give Name and ID Number, when placed and reason for replacement			
Was the instructor on site during the visit?			
Does the facilitator have the required technical qualifications? Check the Facilitator qualifications not CV			

Does the facilitator have the approved implementation plan on site? If yes, is training implemented as per the planned set dates, time and activities.			
List equipment for course specified in Task List and indicate if these are available on site:			
Are the attendance registers signed by all parties for the entire duration of the training i.e. from start of the training to the monitoring visit date. If No give details			
Were all the learners assessed before the training? Did the EPWP receive the Assessment results?			
What mechanisms are in place to assist the learners who progress slowly			
If this is an Accredited Course, what services have been received from the SETA in support of the training?			
Has the ETQA provided any feedback on work submitted and completed e.g. preparations to upload on the NLRD?			
Is the venue conducive for learning? Toilets, lights, chairs, desks. Give comments. Are your training facilities conducive for learners? Includes but not limited to			
Branding of sites Branding of training activities – Pop up banners for EPWP Training, pens, PPE for Staff, folders, sign boards, posters with inscription Training supported by EPWP.			
What are the Comments from learners about the Course, the trainer, the facilities and learning equipment			

What are the facilitator / instructor remarks regarding the cooperation of trainees, Punctuality, Absenteeism, support from EPWP etc			
--	--	--	--

OVERALL COMMENTS ABOUT THE TRAINING

FACILITATOR'S SIGNATURE:


DATE:.....

EPWP MONITOR SIGNATURE:.....

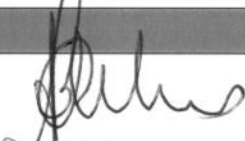
DATE:.....

1. Change History:

1.1 Configuration Control

Configuration Control +	
Document Name	Guidelines for Monitoring Training TF 010
Document version	Version 1.0
Created by	Director Beneficiary Training
Signed	
Date	20 August 2010
Document location	L Drive

1.2 Document Approval

Approved	
Signed:	
Chief Director Partnership Support	
Date:	20 August 2010



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

Cluster Training Approval Committee Agenda Template
EPWP TRAINING

SKILLS PROGRAMMES/SHORT COURSES

TF 012

DATE	
TIME	
VENUE	

AGENDA

No	ITEM	RESPONSIBILITY
1.	Opening and Welcome	Chairperson
2.	Apologies	Chairperson
3.	Adoption of the agenda	Chairperson
4.	Minutes of the Last meeting	Chairperson
5.	Matters Arising from Minutes i.e. Status of projects approved pending submission of outstanding documents	All
6.	Submission of New Projects	
7.	Submission of New Projects	
8.	Submission of New Projects	
9.	Summary of minutes	Chairperson
10.	Date of next meeting and Closure	Chairperson

Compiled by: Director Beneficiary Training *Stalanie* Date: 20 August 2010

Approved by: Chief Director EPWP Partnership Support *[Signature]* Date: 20 August 2010



**CLUSTER TRAINING APPROVAL COMMITTEE
 ATTENDANCE REGISTER
 TF 013**

VENUE: _____ **DATE:** _____

NAME & SURNAME	DESIGNATION	CONTACT	E-MAIL	SIGNATURE

Compiled by: Director Beneficiary Training Steburika Date: 20 August 2010

Approved by: Chief Director EPWP Partnership Support [Signature] Date: 20 August 2010



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

Cluster Training Approval Committee – Declaration of Interest Form

EPWP Training

Skills Programmes / Short Courses

TF 014

Declaration of Interests

Note :

- (a) Please put a "✓" in the appropriate box
- (b) Please continue on supplementary sheet if necessary

I hereby declare that :

- I have no pecuniary or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties as Director Beneficiary Training, Regional Training Manager or Regional Training Coordinator in the approval process of the EPWP Training applications.
- I have pecuniary or other personal interest, direct or indirect, in certain matter that raises or may raise a conflict with my duties as Director Beneficiary Training, Regional Training Manager or Regional Training Coordinator in the approval process of the EPWP Training applications.

The particulars of such matter are stated below :

I shall make another declaration in writing to the Chairperson of the Cluster Project Approval Committee, to state any change in any matter contained in this declaration within a week after the change occurs and shall provide further information on the particulars contained in this declaration if so required by the Cluster Project Approval Committee.

I also undertake to not disclose confidential information discussed in this meeting nor circulate confidential documents of this meeting. I will maintain the confidentiality of the assessment proceedings of this meeting.

Name		Signature	
Voting Member / Observer		Date	
Province		Designation	

Compiled by: Director Beneficiary Training *Stalunike* Date: 20 August 2010

Approved by: Chief Director EPWP Partnership Support *[Signature]* Date: 20 August 2010

