



public works
Department
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

EPWP Training

Standard Operating Procedures Manual

for

Short Courses

and

Skills Programmes

Version 2

2011/2012

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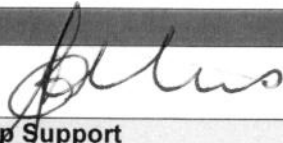
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1. Document Control

Document Information	
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2. Document Approval

Approved	
Signed:	
Chief Director Partnership Support	
Date:	29 April 2011

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GLOSSARY OF TERMS / ACRONYMS AND ABBREVIATIONS

Beneficiary

A beneficiary is an unemployed individual receiving an employment opportunity through EPWP.

Bid Evaluation Committee

This committee is responsible for the evaluation and appointment of service providers in the Department of Public Works.

Cluster Approval Committee

The Cluster Approval Committee consists of staff from the EPWP training unit in Head Office and Regional Offices, Department of Public Works. The Committee is responsible for the approval of applications for training.

Code of Good Practice

The Code of Good Practice for Employment and Conditions of Work for Expanded Public Works Programme provide good practice guidelines to all stakeholders involved in EPWP in respect of working conditions, payment, disciplinary and grievance procedures.

Job Opportunity

An act or instance of employing someone which could be time rated or task rated.

Environment & Culture Sector

Environment and culture as a sector is responsible for creating jobs using opportunities created by public bodies through environment and culture activities.

EPWP Regional Training Manager

The Department of Public Works, EPWP Regional Training Manager is a person responsible for the overall management of EPWP Training in a province, appointed at the level of a Deputy Director. They are located in the Regional Office of the Department of Public Works.

EPWP Training Coordinators

EPWP Training Coordinators is permanently appointed EPWP officials at the level of Assistant Director situated at each of the nine (9) Provincial Offices. They are responsible for the coordination and implementation of all beneficiary EPWP related training interventions.

EPWP Training Support Unit

The EPWP Training Support Unit is a Head Office Department of Public Works based directorate responsible for the financial management of the EPWP training, liaising with Training Providers, development and alignment of courses and development of training strategies within the Expanded Public Works Programme

EPWP Training Team

The EPWP Training Team is refers to: Regional EPWP Training Staff, Head Office Training Staff, Provincial EPWP Training Staff and EPWP Sector Managers of the Department of Public Works.

Expanded Public Works Programme

The Expanded Public Works Programme is a cross-cutting programme implemented by all spheres of Government and state-owned enterprises to create work opportunities.

Implementer

The implementer within the EPWP context is the public bodies, municipalities, contractors or provincial departments who fund and/or manage and/or create job opportunities directly or through outsourcing.

Non-State Sector

Non-Government organisations and faith based organisations creating job opportunities within the EPWP.

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Ministerial Determination

The Ministerial Determination contains the standard terms and conditions for workers employed in elementary occupations on EPWP.

Project Manager

The project manager is the individual that manages the project progress and performance on behalf of the Project Owner.

Public Body

Public body is any organisation that is defined by legislation as a government body; and for purposes of this document, refers to a provincial department or municipality within these spheres of government.

Prior Training

Prior Training is a training term used to train learners or workers before the implementation of an EPWP project.

Procurement Policy

Procurement policy in a EPWP context is same procurement policy used by the National Department of Public Works.

Skills Programme

A skills programme is occupationally based and when completed will constitute credits towards a qualification registered in terms of the National Qualifications Framework

Social Sector

The social sector creates work opportunities in public social programmes.

Training Awareness Workshop

A training awareness workshop is an intervention conducted by EPWP training staff, to raise awareness amongst implementing bodies, on how to identify training EPWP Training needs.

Training Day

Within the EPWP context a training day is defined as, at least 8 hours of formal training.

Trained Person

A trained person is a beneficiary, even not yet paid, that have completed any EPWP training intervention (theory and practical including workplace training)

Competent Person

A competent person is a EPWP beneficiary that have been assessed and certified.

Abbreviations

ID	Identity Document
NDPW	National Department of Public Works
EPWP	Expanded Public Works Programme
ETQA	Education and Training Quality Assurance
DPW	Department of Public Works
SETA	Sector Education Training Authority
CFO	Chief Financial Officer
SAQA	South Africa Qualifications Authority
SLA	Service Level Agreement
DHET	Department of Higher Education and Training
FET	Further Education and Training Colleges
NBAC	National Bid Adjudication Committee
SBAC	Special Bid Adjudication Committee
NSDS	National Skills Development Strategy
NQF	National Qualifications Framework

This EPWP Training Standard Operating Procedures Manual for short courses and skills programmes provides the key implementation steps to be followed when implementing the training for skills programmes and short courses.

Within the EPWP, training for skills programmes and short courses will be provided for programme/sector specific skills which enhance the well being of the beneficiaries. The beneficiaries will receive training to give them skills they require on the projects and will exit with skills to enable them to look for other job opportunities. The training can be provided before the project start, during the project implementation and in fewer occasions at the end of the project. Training after the project closure should be done only where there is clear evidence of exit strategy.

This manual contains the key implementation steps to be followed when implementing the training processes for the following:

1. Skills Programmes which contribute credits towards a qualification registered in terms of the National Qualifications Framework (NQF). The information on these courses may be sourced from the SAQA Website i.e. www.saqa.org.za.
2. Short Courses sourced from the South African Qualifications Authority (SAQA) and the Department of Labour Database of Courses i.e. www.saqa.org.za.
3. Short Courses which are not registered with SAQA (not accredited) but which address high priority skills development or social needs. These may be sourced from implementers who may have developed their own courses.

This manual will not address the following:

1. Processes related to training of EPWP Officials, Project and Programme Managers; and
2. Processes related to implementation of Learnerships and Development of Artisans.
3. Training targets

This manual contains

1. Key milestones of the Training Cycle;
2. Process Interaction map;
3. Process guidelines for key processes;
4. Templates;
5. Checklists; and
6. Process business rules

Throughout this document, reference is made to forms/templates or guidelines required for specific processes. All referenced documents are included at the end of the document and are arranged in accordance with the section categories. Other Standard Operational Procedure Manuals will be developed to address medium to long courses.

Target Group

Training is provided to EPWP beneficiaries amongst others through skills programmes and short accredited and non-accredited courses and short nated trades.

The target group focuses on achieving the national equity targets for designated groups set as follows:

55% Women; 40% Youth from 18 to 35 years of age and 2% people with disabilities as set out in the Code of Good Practice. Some skills development interventions may focus on a specific group of beneficiaries such as women, youth or people with disabilities.

EPWP Training Policies

The EPWP Training is based on the following internal policies i.e.

1. EPWP Training Guidelines;
2. EPWP NSF Eligibility Guide;
3. Guidelines for Implementing Accredited Training; and
4. EPWP Phase 2 Training Framework.

The Procedures in this manua are based on the above-mentioned internal policies.

The above documents are available from EPWP Regional and Head Office Training Team.

Training Indicators

The following are the key performance indicators for the EPWP Training Unit:

1. Number of people trained
2. Number of people that received accredited training
3. Number of people that received non-accredited training
4. Profile of the beneficiaries (Women, Disabled, Youth)
5. Percentage of people placed i.e. percentage of people who worked after receiving the training. This information is obtained from the Project Implementers.
6. No of accredited training providers
7. No of non-accredited training providers

Manual Review

This procedures manual will be reviewed on an ongoing basis to ensure that the objectives of the EPWP training are met. Any amendment thereto, will be approved by the Chief Director: EPWP Partnership Support. For the purpose of continuous improvement, this procedure manual is subject to review on an on-gcing basis. This will be the responsibility of the EPWP Beneficiary Training Directorate.

Training Timeframe

Training time frames, depending on the short course and skills programme. The total unit standard or unit standards credits can be used as a guideline in the determination of the duration in any accredited training intervention. The standard calculation as stipulated by the South African Qualifications Authority (SAQA) applies, namely 1 credit equals 8 hours of training, the time which it will take to train the average learner.

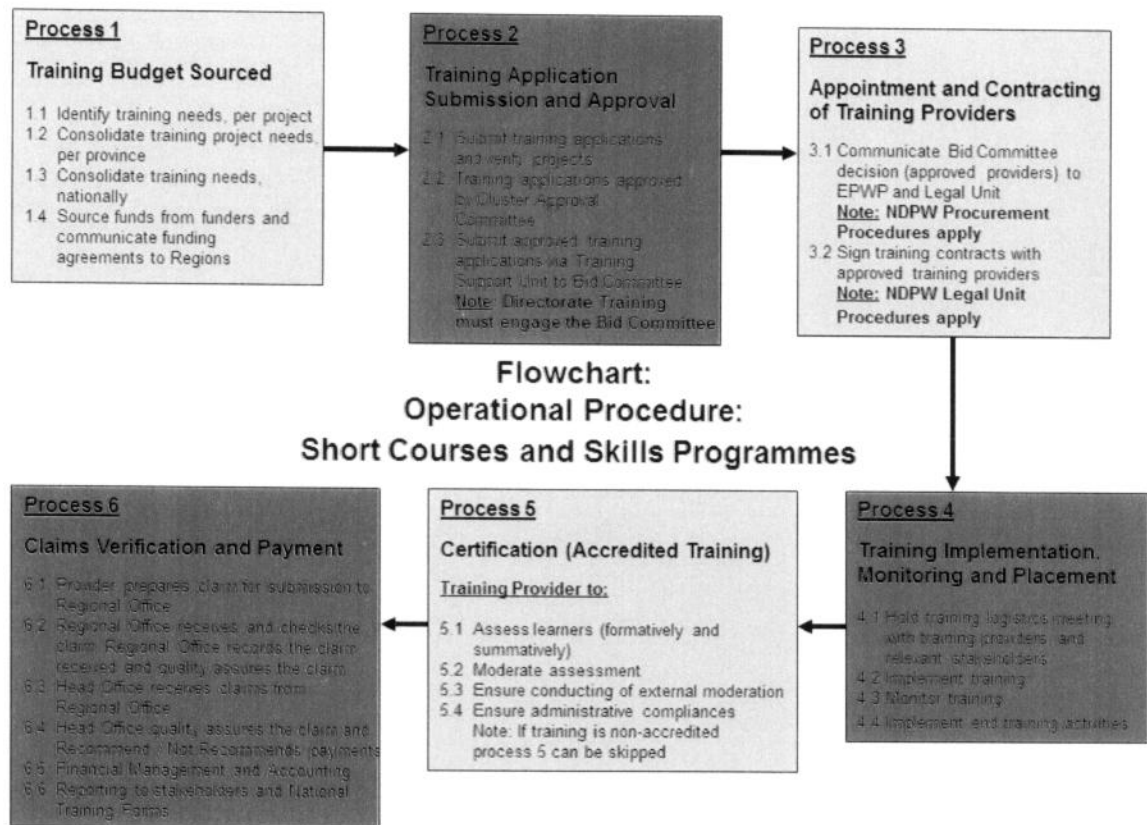
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OVERVIEW OF THE EPWP KEY TRAINING / PROCESSES

The key training / processes are illustrated in the flowchart below. Each process comprises a number of key steps.

The whole process is conducted annually and depending on other factors like availability of funding, support processes in Procurement, availability of Training Providers, readiness of projects to take up the training, the volume of the requests the total process time varies.

It must be mentioned up-front that process below i.e. Steps 2 – 6 are activated by funding received from whatever the source. The Directorate Training Support situated at the National Head Office in Pretoria, are responsible for sourcing funds and after officially obtaining confirmation of funds the Beneficiary Training Directorate will then start to implement process 2 – 6.



Section A

Process 1: Training Funds Sourced

Purpose / Intended Outcome:

Implement the process of determining the required training needs to enable the sourcing of funds for the EPWP training.

Activity Checklist:

1.1 Identify Training Needs (Per Project).		Template	Responsibility
1.1.1	Conduct training awareness workshops.		EPWP Training Team
1.1.2	Implementing bodies fill training needs forms and submit to the EPWP Regional Office.		EPWP Training Team
1.2 Consolidate Training Needs (Per Province).			Responsibility
1.2.1	Regional Training Manager who will consolidate the Projects' training needs into provincial training needs and submit to Head Office.	Training Needs Template - TF 001	EPWP Regional Training Manager
1.3 Consolidate Training Needs (Nationally).			
1.3.1	Regional Training Manager will submit to the Director Beneficiary Training who will consolidate the Provincial Training needs into a National Consolidated document and submit it to the Director Training Support for sourcing of funds.		Director Beneficiary Training
1.4 Source Funds from funders and communicate funding agreements to Regions		Template	Responsibility
1.4.1	Director Training Support will source funding for EPWP Training.	Request for funds Proposal Document	Director Training Support
1.4.2	Once funding is secured, Director Training Support will communicate funding arrangements to the EPWP Team in regions and provinces.	Confirmation of Funding Letter	Director Training Support

Key Business Rules

1. Training needs will be identified from annual, multiyear, active and planned projects. These are estimated/projected/planned training needs which may change when actual training is requested.
2. An estimated training budget will be determined and used by the Directorate Training Support to source funding for training.
3. The Directorate Training Support within the Department of Public Works Head Office will be responsible for the sourcing of all training sources, which include the obtainment of any alternative training funding source i.e. NSF funds, SETA funds or any other.
4. Projected training needs will include Skills Programmes, Short Accredited and non-accredited courses.

Section B

**Process 2:
Training Application Submission and Approval**

Purpose / Intended Outcome:

Implement the process where the Cluster Project Approval Committee will approve Training Applications.

Activity Checklist:

2.1. Submit Training Applications and verify projects.		Template	Responsibility
2.1.1	Implementing Bodies / Sector Managers will submit filled Training Application Forms to request for training through the EPWP Regional Training Manager.	Training Application Form – TF 002 or Training Application Form – Social Sector (Used for clustering projects in any Sector) - TF 003	EPWP Training Team
2.1.2	EPWP Regional Training Team will conduct the project verification to check compliance of the project to the EPWP training requirements.	Training Verification Form - TF 004	EPWP Regional Training Manager or as delegated (This can be a shared role between Region, Province, Sector Manager)
2.2 Approve Training Applications by Cluster Approval Committee		Template	Responsibility
2.2.1	EPWP Regional Training Manager will present the verified training application to the Cluster Training Approval Committee for approval.	Training Application Form TF 002 or TF 003 with supporting documentation	EPWP Regional Training Manager
2.2.2	The Cluster Project Approval Committee will approve the Training applications.	Cluster Training Approval Committee Template - TF 005	Director Beneficiary Training Manager
2.3 Submit Approved Training Applications via Training Support Unit to Bid Committee		Template	Responsibility
2.3.1	Director Beneficiary Training will submit approved Training Applications to the Director Training Support for Bid Committee appointment of Training Providers.	Approved Training Applications Template – TF 006	Director Beneficiary Training Manager

Key Business Rules

1. A number of sites / projects from the same or from different Public Bodies / Implementers may have to be clustered together to compose the numbers required for a class. Form TF 003 should be used in this case.
2. All training applications will be verified.
3. Various methods will be used to verify the training applications including site visits, meetings and desk top verifications.
4. Prior Training (training before the start of a project) may be conducted before the implementation of a project so that required skills are available before the commencement of the project. Prior training also accommodates long duration courses.
5. Training Applications may include single or multiple training opportunities and skills programmes.
6. EPWP Regional Training Team will align requested courses to SAQA Accredited courses, or may align expired Accredited Courses to the active ones.
7. EPWP Officials in consultation with the Implementing Project Managers / Sector Managers may convert the non-accredited courses to accredited ones as per SAQA requirements. The alterations made will be signed for by the Project Manager or by the EPWP Regional Training Team or Sector Managers.
8. The Director Beneficiary Training will chair the Cluster Approval Committee meetings. If the Director Beneficiary Training is not available, he / she will delegate the responsibility to a Regional Training Manager, in writing for the record.
9. The Director Beneficiary Training may delegate the Regional Training Managers to chair the Cluster Approval Committee meetings in their Clusters or any other Cluster. The Director Beneficiary Training will delegate this responsibility in writing for the record.
10. Cluster Approval Sitings may be combined or clustered. e.g. Cluster 1 may meet with Cluster 3 in one sitting.
11. Each attending member of the Cluster Approval Committee will sign a Declaration of Interest form at each meeting. (TF 014)
12. Training Assistant Directors will take turns to take minutes of the Cluster Approval Committee meetings.
13. Projects/courses that have ended before the implementation of contracted training may be replaced with existing projects/courses, without negatively impacting the costs of the training.
14. Expired / Unsuitable Unit Standards may be replaced with appropriate ones.
15. Acceptable identification for Learners will be the following
 - a. Valid 13 Bar Coded South African Identity Document (ID),
 - b. Stamped South African Department of Home Affairs Temporary ID with a picture
 - c. Valid South African passport.
 - d. Drivers Licences will only be acceptable if accompanied with a Temp ID from Home Affairs.
 - e. Birth Certificates will be acceptable if it is accompanied with proof of application for an Identity Document from the Department of Home Affairs i.e. Temp ID with a picture.
16. Approved undesirable courses (for various reasons) may be replaced with preferred ones at the time of the training without negatively impacting the costs of the training.
17. Depending on availability of funds not all submitted training needs may be funded.
18. Not all the beneficiaries in the EPWP Programme will receive training.

Section C

Process 3: Appointment and Contracting of Training Providers

Purpose / Intended Outcome:

To appoint and contract relevant training providers.

Activity Checklist:

3.1. Communicate Bid Committees decision (approved providers) to EPWP and Legal Unit.		Template	Responsibility
3.1.1	EPWP Training Support Unit sets criteria for the approval of Training Providers	Memo to Procurement Unit	Director EPWP Training Support
3.1.2	Training Providers and amounts are approved in line with the Procurement Regulations of the NDPW i.e. Quotations , Tender, etc	Procurement Processes and Forms	Procurement Unit
3.1.3	Approval is communicated to the Training Providers	Procurement Unit / Legal Unit Templates	Procurement Unit
3.1.4	Successful Training Providers Information sent to Legal by Procurement Unit for contracting	Procurement Unit Templates	Procurement Unit
3.2. Sign training contracts with approved training providers		Template	Responsibility
3.2.1	Contracts are signed with approved Training Providers	NDPW Legal Unit Templates and Procedures	NDPW Legal Unit
3.2.2	Contracts details and values, as well as Training Providers are captured on monitoring spreadsheet	EPWP Training Support Template	Director : EPWP Training Support
3.2.3	Communication to Provinces about the finalised contracts		EPWP Training Support
3.2.4	Financial monitoring and reporting	NSF Templates	

Section D

Process 4: Training Implementation, Monitoring and Placement

Purpose / Intended Outcome:

Engage with Training Providers and other project stakeholders to prepare for the training.
Manage Implementation of training, monitor and mitigate any risks that may arise during the training.

Activity Checklist

4.1 Hold training logistics meeting with training provider and relevant stakeholders.		Template	Responsibility
4.1.1	EPWP Regional Training Team will conduct the Training Logistics Meetings to prepare for the training.	Guidelines for EPWP Logistics Meetings – TF 007	EPWP Regional Training Manager.
4.1.2	EPWP Regional Training Manager will sign Training Implementation Plan as a go ahead to the Training Provider to commence and complete training on an agreed date.	Training Implementation Plan Template – TF 008	EPWP Regional Training Manager.
4.1.3	EPWP Regional Training Team will conduct an EPWP Learner Induction as guided by the Learner Induction Guidelines	Induction Presentation for Learners – TF 009	EPWP Regional Training Manager or as delegated. (This can be a shared role between Region, Province, Sector or Project Manager)
4.2 Implement Training		Template	Responsibility
4.2.1	Training Provider will implement training according to the Training Implementation Plan.	Training Implementation Plan Template – TF 008	Training Providers
4.3. Monitor Training		Template	Responsibility
4.3.1	EPWP Training Team will monitor training as guided by the EPWP Monitoring Training Guidelines	Guidelines for Monitoring Training – TF 010	EPWP Regional Training Manager or as delegated. (This can be a shared role between Region, Province, Sector or Project Manager)

4.4 Implement End of Training Activities		Template	Responsibility
	At the end of the training, the EPWP Training Team will:		
4.4.1	Submit evidence of people trained to Head Office i.e. Learner Identity Documents, Learner Attendance Registers, Signed Monitoring Reports.	EPWP Database of Trained Beneficiaries – TF 017	Regional Training Managers.
4.4.2	Capture learner details on the EPWP Database of Trained People in Province and Head Office.	EPWP Database of Trained Beneficiaries – TF 017	Director Beneficiary Training / Regional Training Managers
4.4.3	Capture training activities on the Training Tracking Tool in Province and Head Office.	Training Tracking Tool – TF 018	Director Beneficiary Training / Regional Training Managers
4.4.4	Training Providers submit Statement of Results / Certificate of Competency to learners	Statement of Results / Certificate of Competency	Regional Training Managers.
4.4.5	Collect Placement Report from project owners and capture the information in the Database of Trained Learners. Send Placement Report copy to Head Office.	Placement Report Template - TF 011	EPWP Regional Training Manager or as delegated (This can be a shared role between Region, Province, Sector or Implementing Project Manager)
4.4.6	Manage Records of the EPWP Training according to the EPWP Training Records Guideline.	Guidelines for EPWP Training Records – TF 019	EPWP Regional Training Manager / Director Beneficiary Training

Key Business Rules

1. Logistics meetings will be held after the Training Provider has signed the contract.
2. All the stakeholders involved with a course will be required to attend a Logistics Meeting including the contracted FET and where possible the Training Provider appointed by the FET and the facilitators who will provide training.
3. A learner Induction will be conducted before or at the beginning of training.
4. Prior Training (learners are trained before the start/activeness of a project) may be provided where there is placement / absorption capacity.
5. Exit Strategy Training (learners may be trained after project has ended i.e. training for exits) where there is evidence of placement / absorption capacity and a clear exit strategy.
6. Due to challenges of drop outs or absenteeism or other, the Training Manager may approve the replacement drop out or absent learners during the training. This should be done 20% into the training duration.
7. Due to the need for the EPWP to provide a number of skills to learners to increase their chances for employability, learners may receive more than one course i.e. multiskilling.
8. Project Managers or any other authorised person from the Implementer will submit the Placement Reports to the EPWP Regional Training Manager.
9. Where learners receive more than one training intervention, a placement report should be submitted by the Project Manager for each training received.
10. EPWP Training Team should monitor training as much as possible and keep the signed Monitoring Reports (i.e. site visits).
11. While EPWP will provide training to beneficiaries while they work on the EPWP Projects, not all EPWP Beneficiaries will get the opportunities for training. Not all the people working on the EPWP projects can be trained as it is not compulsory for all the learners to be trained.
12. Learners will be placed on EPWP Projects or any other work opportunity after completion of training. The target is to place at least 70% of the learners on projects after completion of training.
13. Learners will receive training allowances of R60 per day during training for non-accredited Training and R62 for Accredited Training. EPWP will not pay the learner allowances if the Public body / implementer opt to do so. The workers will be entitled to receive their daily wages as stipulated in their employment contracts.
14. Under no circumstances should training commence without a signed Contract and a signed Implementation Plan.
15. The Director Beneficiary Training will support the Regional Training Manager by visiting and monitoring training sites on a random basis.

Section E

Process 5: Certification (Accredited Training)

Purpose / Intended Outcome

Implement the process of issuing Certificates of Competency to learners attending an Accredited Course.

Activity Checklist:

5.1. Assess learners (formative and summative)		Template	Responsibility
5.1.1	Assessment of learners will be provided by the training provider i.e. formative assessment and summative assessment.	As per relevant SETA	Training Provider
5.2. Moderate Assessment		Template	Responsibility
5.2.1	The assessments will be moderated by the assigned moderators according to the ETQA Moderation policies.	As per relevant SETA	Training Provider
5.3. Ensure Conducting of External Moderation		Template	Responsibility
5.3.1	Provider to prepare evidence for external moderation by the SETA	As per relevant SETA	Training Provider
5.3.2	Provider to ensure the release of results (Statement of Results) by the SETA	As per relevant SETA	Training Provider
5.3.3	Certificate of Competency to be issued by Provider to learners	As per relevant SETA	Training Provider
5.4. Ensure Administrative Compliances		Template	Responsibility
5.4.1	Provider to comply to all administration, reporting and records management policies and procedures	As per relevant SETA	Training Provider

Section F

Process 6: Claims verification and payment

6.1 Provider prepares claim for submission to the Regional Office		Template	Responsibility
Provider should cross reference with the contract/SLA and the course allocations (spreadsheet) to ensure compliant completed training before preparing the claim			
6.1.1	Complete Claim Form (for Theory/Practical/Certification)	Claims Quality Assurance Checklist – TF 020 Accompanying documentation	Training Provider

6.2 Regional Office receives and checks the claim. Regional Office records the claim received and quality assures the claim		Template	Responsibility
6.2.1	Record receipt to show if claim is for theory or practical or certification	Claims Quality Assurance Checklist – TF 020 Accompanying documentation	EPWP Regional Training Manager
6.2.2	Draw the contract and reference and quality assure the claim	Allowance Payment / Receipt Verification Template – TF 021	EPWP Regional Training Manager

6.3 Head Office receives claims from Regional Office		Template	Responsibility
6.3.1	Submitted Claims documents are checked for compliance and quality	Claim Package <ul style="list-style-type: none"> • Attendance Register • Learner allowance Register • Beneficiary details 	DD: Quality Management
6.3.2	If recommended - Send to Training Support If Not recommended – Return to Regional Offices	Claim Package	DD: Quality Management

6.3.3	Claim stamped by Registry on day received	Registry Date Stamp	Head Office – Registry Unit
6.3.4	Claim registered on the Unit 's mail book	Incoming / Outgoing Register	Head Office – Secretary (D Training Support)
6.3.5	Reconciliation sheet updated	Reconciliation Sheet – TF 022	Head Office - (ASD Training Support)

6.4 Head Office quality assures the claim and recommends / not recommend payment		Template	Responsibility
6.4.1	If recommended - Send to finance for payment. If Not recommended – Return to Training Provider via Regional Offices	Claims Quality Assurance Checklist – TF 020 E-mail to Regional Office	Head Office - ASD & DD Training Support
6.4.2	Gaps communicated to the provider	Email/ Telephone	Head Office - ASD & DD Training Support
6.4.3	Compliant claims recommended for payment to Finance Unit	NDPW Finance Unit Checklist	D : Training Support
6.5 Financial Management and Accounting		Template	Responsibility
6.5.1	Quality verification	NDPW Finance Unit Checklist	NDPW Finance
6.5.2	Payment approval by Finance Unit	NDPW Guidelines	NDPW Finance
6.6 Reporting		Template	Responsibility
6.6.1	Monthly Financial reports to the funder	NSF Reporting Templates TF 023, TF 024	D : Training Support and Finance Unit
6.6.2	Quarterly implementation reports to the funder	NSF Reporting Templates TF 023, TF 024	D : Beneficiaries Training Unit

**LIST OF SUPPORTING DOCUMENTATION FOR ADMINISTRATION,
RECORD-KEEPING AND REPORTING PURPOSES**

Document Reference Number	Document Title
TF 001	TRAINING NEEDS TEMPLATE
TF 002a	TRAINING APPLICATION FORM
TF 002b	TRAINING APPLICATION FORM – AMENDED
TF 003	TRAINING APPLICATION FORM – SOCIAL SECTOR
TF 004	PROJECT TRAINING VERIFICATION FORM
TF 005	CLUSTER TRAINING APPROVAL COMMITTEE TEMPLATE
TF 006	APPROVED TRAINING APPLICATIONS TEMPLATE
TF 007	GUIDELINES FOR EPWP LOGISTICS MEETINGS
TF 008	TRAINING IMPLEMENTATION PLAN TEMPLATE
TF 009	INDUCTION PRESENTATION FOR LEARNERS
TF 010	GUIDELINES FOR MONITORING TRAINING
TF 011	PLACEMENT REPORT TEMPLATE
TF 012	CLUSTER TRAINING APPROVAL COMMITTEE AGENDA TEMPLATE
TF 013	CLUSTER TRAINING APPROVAL COMMITTEE MEETING ATTENDANCE REGISTER
TF 014	CLUSTER TRAINING APPROVAL COMMITTEE DECLARATION OF INTEREST FORM
TF 015	CLUSTER TRAINING APPROVAL COMMITTEE MINUTES TEMPLATE
TF 016	TERMS OF REFERENCE - CLUSTER TRAINING APPROVAL COMMITTEE
TF 017	DATABASE OF TRAINED BENEFICIARIES
TF 018	SKILLS / SHORT COURSE TRACKING TOOL
TF 019	GUIDELINES FOR EPWP TRAINING RECORDS
TF 020	CLAIMS QUALITY ASSURANCE CHECKLIST
TF 021a	PROOF OF LEARNER ALLOWANCE PAYOUT AND RECEIPT
TF 021b	CLAIM FORMAT
TF 22	TERMS OF REFERENCE NSF MANAGEMENT COMMITTEE
TF 023a	ELIGIBILITY GUIDE FOR ACCESSING NSF
TF 023b	ELIGIBILITY GUIDE FOR ACCESSING NSF – AMENDED
TF 024	CHECKLIST: THEORY TRAINING VENUE

TF 025	LEARNER ATTENDANCE REGISTER
TF 026	CLAIMS ADMINISTRATION PROCESS
TF 027	CERTIFICATE OF ATTENDANCE
TF 028	CHECKLIST FOR THE DUE DILIGENCE FOR TRAINING PROVIDERS