

- L-R-2 1 Learnership Agreement registration Process CETA
- L-R-2 2 The selection of the learner is at the discretion of the employer. However, he can entrust a service provider to conduct an ability test to make sure that the learner to be selected is capable of achieving the qualification. It is recommended that the learner enters into a skills programme prior to the learnership that helps him and the employer to ensure the right choice.
- L-R-2 3 This database is continuously updated. Please, make sure that you are using the latest version. On CETA website you will find the latest update.
- L-R-2 4 The data to necessary to be filled in are marked red in the top row, other data are optional.
- L-R-2 5 The database has to be sent by email to the Regional Office a copy shall go to the head office.
- L-R-2 6 The Regional Office checks the database on correctness especially for the critical data. False data will be highlighted orange and sent back to the sender for correction.
- L-R-2 7 The head office allows three working days for the Regional Office to check the database. Any back and forwards sending to the company and regional office must be reflected in the second column: "submission date". I.e. type in the date of re sending and re receiving the data in order to have a history on the complete process.
- L-R-2 8 To be sent by email. In case the email of this office or the Head office is not functional the Regional office might use local provider (postnet) to send this file. If the head office email is down, pls send this file to: ChristophHeil@ananzi.co.za.
- L-R-2 9 The Head office will add the particular learnership agreement number. If the data are complete the HO will print the agreements and send them by courier back to the Regional Office. HO allows 4 days for this process.
- L-R-2 10 RO office will staple/bind the agreements and hand over to the employer/training provider. This process shall take maximum two days.
- L-R-2 11 The signing of the agreement lies in responsibility with the employer/training provider.
- L-R-2 12 Employer or training provider sends a copy of the cover page, the signature page and the ID book of the learner to the Head Office.
- L-R-2 13 Head Office after receipt of these copies will register the learner on the CETA (ETQA) database.
- L-R-2 14 If the learnerships rests with another SETA the learnership section will hand over these data to the relevant SETAQA.
- L-R-2 L-G Subject to conditions the employer can start claiming for the learnership grants.



Learnership agreement registration L-R-2

