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# **STANDARD APPRENTICESHIP PROPOSAL JULY TO DECEMBER 2018**

**Electrical Engineering, Mechanical Fitter,  
Instrument Mechanician and Millwright  
Institutionalized training only**

**Document no 2018/04**

**Prepared by:** P & T Technology (Pty) Ltd

**Client:**

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## TABLE OF CONTENTS

<b>1</b>	<b>PRELUDE .....</b>	<b>3</b>
<b>2</b>	<b>THE LEARNING PROGRAM.....</b>	<b>3</b>
2.1	Program duration.....	3
2.1.1	Apprenticeships .....	3
2.1.2	Learnerships.....	<b>Error! Bookmark not defined.</b>
2.2	Training process followed.....	4
2.3	Assessments .....	4
2.4	Facilitator vs learners ratio. ....	4
<b>3</b>	<b>PSYCHOMETRIC ASSESSMENTS.....</b>	<b>4</b>
<b>4</b>	<b>ACCOMMODATION, MEALS AND TRANSPORT .....</b>	<b>4</b>
4.1	Accommodation .....	4
4.2	Meals .....	5
4.3	Transport .....	5
<b>5</b>	<b>RESPONSIBILITIES AND ACCOUNTABILITIES .....</b>	<b>5</b>
5.1	P & T Technology (Pty) Ltd .....	5
5.2	Your Company .....	5
<b>6</b>	<b>COSTING STRUCTURE .....</b>	<b>5</b>
6.1	Apprenticeship Costing Structure per learner per Phase for 2018 .....	6
6.2	Learnership Costing Structure per learner per NQF Level for 2018 .....	<b>Error!</b>
	<b>Bookmark not defined.</b>	
6.3	Costing Structure per learner for PPE for 2018 .....	6
6.4	Costing Structure per learner for toolkits for 2018 .....	6
6.5	Costing Structure for Psychometric assessments for 2018 .....	7
<b>7</b>	<b>SUMMARY .....</b>	<b>7</b>

## 1 PRELUDE

The proposal is based on a request for training for apprenticeships.

P & T Technology (Pty) Ltd is accredited by the QCTO, EWSETA, CETA and CHIETA for apprenticeships and learnerships.

In terms of the request the understanding is that P & T Technology (Pty) Ltd is to fulfill the role of the training provider only and your company or appointed representative will be responsible for the practical onsite training as well as the On the Job assessments.

## 2 THE LEARNING PROGRAM

The learning program will be delivered at our training centre based at 141 Lamp Road, Wadeville, Gauteng. Training times are 8:00 to 16:30 Monday to Thursday and 8:00 to 15:00 Fridays. Classes start promptly at 8:00 and late coming will not be tolerated as this disrupts the learning of other learners.

### 2.1 Program duration

#### 2.1.1 Apprenticeships

The 2018 program is divided into four blocks for the year. Each block consist of 10 weeks, conducted over a period of one week for a phase assessment for a learner who did Institutionalised training in a previous year with us and 9 weeks institutionalised training. Phase 1 will have 10 weeks institutionalised training. This program will be conducted four (4) times a year

#### **Electrician, Mechanical Fitter and Instrumentation Mechanician apprenticeship**

The Electrician, Mechanical Fitter and Instrumentation Mechanician learners would need attend one 10 week block in the year for each phase of training only. The training would be as follows:

Phase 1/ 1<sup>st</sup> year 10 weeks intuitionlised training

Phase 2/ 2<sup>nd</sup> year 10 weeks intuitionlised training

Phase 3 & 4 / 3<sup>rd</sup> year 10 weeks intuitionlised training (we have combined the phase 3 & 4 training into one training intervention)

Training dates will need to be booked in advance.

Institutionalised Training dates for apprenticeships for 2018 are as follows:

1<sup>st</sup> Block 15 January to 23 March 2018

2<sup>nd</sup> Block 9 April to 15 June 2018

3<sup>rd</sup> Block 2 July to 7 September 2018

4<sup>th</sup> block 1 October to 7 December 2018

#### **Millwright apprenticeship**

The Millwright learners would need attend **two** 10 week blocks in the year for each phase of training. The first 10 weeks will be for the Electrical component of the training and the second ten weeks will be for the Mechanical component of the training. The training would be as follows:

Phase 1/ 1<sup>st</sup> year 20 weeks intuitionlised training

Phase 2/ 2<sup>nd</sup> year 20 weeks intuitionalised training

Phase 3 & 4 / 3<sup>rd</sup> year 20 weeks intuitionalised training (we have combined the phase 3 & 4 training into one training intervention)

Institutionalised Training dates for apprenticeships for 2018 are as per below. The millwright will need to attend two ten week blocks for each Phase or year..

1<sup>st</sup> Block 15 January to 23 March 2018

2<sup>nd</sup> Block 9 April to 15 June 2018

3<sup>rd</sup> Block 2 July to 7 September 2018

4<sup>th</sup> block 1 October to 7 December 2018

## **2.2 Training process followed**

The learners follow a set training plan and will be exposed to knowledge as well practical skills.

## **2.3 Assessments**

Formative assessments are ongoing and will be recorded in each learner's portfolio of evidence files. At the end of the workplace practical training period a phase assessment will be conducted in order to establish competence. The appointed representative of the employer will receive a weekly report on the progress of their learners.

Every learner will have a logbook that needs to be completed daily when at the training centre as well as onsite. The learners coach or mentor will need to sign the logbook at the end of each week to confirm the practical learning that was undertaken by the learner.

## **2.4 Facilitator vs learners ratio.**

Each program is limited to sixteen (16) learners unless otherwise requested by the employer. The reason this is applied is in order to allow every learner the opportunity to develop to their potential. But we apply the ratio of one facilitator to maximum sixteen learners

## **3 PSYCHOMETRIC ASSESSMENTS**

P & T Technology (Pty) Ltd have a Psychometric assessment division run by a qualified Psychometrist who is registers with the Health professions Council of South Africa (HPCSA). All of the assessments used are registered with the HPCSA and have been found to be valid and fair for the South African Population.

The selection and development of employees is vital to ensure optimal organisational performance. The Psychometric assessments will empower you to be able to select or hire the best person for the position while keeping the selection process unbiased, fair and consistent.

The Psychometric assessments for apprentices will assist you in selecting the most suitable candidates for the position

## **4 ACCOMMODATION, MEALS AND TRANSPORT**

### **4.1 Accommodation**

No accommodation is provided by P & T Technology (Pty) Ltd. There are bed and breakfast facilities as well as a Road Lodge in the area

## **4.2 Meals**

No meals will be provided for during training and assessment programs

## **4.3 Transport**

No transport will be provided for during training and assessment program. Public transport is available as well as the train station is within walking distance

## **5 RESPONSIBILITIES AND ACCOUNTABILITIES**

### **5.1 P & T Technology (Pty) Ltd**

- Provide all courseware and formative institutionalised assessment tools.
- Current courseware
  - Learning material on computer
  - Formative institutionalised assessment tools
  - Specialised Tools, equipment and material as required during program
  - Portfolio of evidence file
- Ensure alignment with circular requirements
- Provide documentation to the relevant SETA after training and assessment.
- All conditions as stipulated in the relevant SETA learnership contract pertaining training provider responsibilities.
- Ensure P & T Technology (Pty) Ltd has accreditation.
- Liaise and coordinate with appointed representative regarding training, performance and weekly reports
- Work hours are 08:00 to 16:30 Monday to Thursday and 08:00 to 15:00 Friday. Should a learner be late an incident report will be completed and this will be reflected on the weekly performance reports.

### **5.2 Your Company**

- Pay P & T Technology (Pty) Ltd for the institutionalized training
- Liaise and coordinate with all learners
- Ensure that learners will be released from their duties at the workplace in order to attend institutionalised training or assessments.
- Ensure P & T Technology (Pty) Ltd is provided with all additional organizational procedures and requirements timelessly in order to ensure alignment with activities and on site requirements.
- All conditions as stipulated in the relevant SETA apprenticeship or learnership contract pertaining employer responsibilities
- Ensure all learners have necessary tools, safety equipment and opportunity in order to apply skills and knowledge on the job
- Pay the learners as per employment contract.
- Not duplicate any of P & T Technology's courseware or documentation for any other person or department without written permission from the Managing Director of P & T Technology (Pty) Ltd.
- Cancelled training and preparation will be charged for in full.

## **6 COSTING STRUCTURE**

The costs and values proposed in 6.1 - 6.4 are for the 2018 training calendar and include only stipulated training material, assessments and equipment used for training. Any other legislated or SETA changes outside the scope of this proposal and having direct impact on the costing structure will be quoted separately in order to ensure realignment to criteria. All costs quoted exclude 15 % VAT.

The cost for apprenticeship training is R 3 576.00 excluding VAT per learner per week or R 4 112.40.00 including VAT per learner per week.

For any requested meeting at your site a cost for travelling will be charged at a rate of R4.60 per km for the round trip and any air or other travelling will be for the clients cost. Should accommodation be required it will be calculated at a rate equal to a 4 star accommodation. Any activity outside the scope of the proposal would need to be quoted and costed separately.

**All institutionalized training costs are to be paid before training takes place**

**6.1 Apprenticeship Costing Structure per learner per Phase for 2018**

	<b>Description</b>	<b>Cost per Learner excluding VAT</b>	<b>Cost per Learner including 15% VAT</b>
1	Phase 1 institutionalised training only 10 weeks	R 35 760.00	R 41 124 .00
2	Phase 2 institutionalised training only 10 weeks	R 35 760.00	R 41 124 .00
3	Phase 3 & 4 institutionalised training only 10 weeks	R 35 760.00	R 41 124 .00

**6.2 Costing Structure per learner for PPE for 2018**

PPE can be provided by yourselves or ordered through P & T Technology (Pty) Ltd

	<b>Description</b>	<b>Cost per Learner excluding VAT</b>	<b>Cost per Learner including 15% VAT</b>
1	Personal Safety Equipment (2 overalls, 1 pair safety shoes) No embroidery  (Personal Safety Equipment can be provided by yourselves or ordered through P & T Technology (Pty) Ltd	R 1 166.00	R 1 340.90

**6.3 Costing Structure per learner for toolkits for 2018**

Tools can be provided by yourselves or ordered through P & T Technology (Pty) Ltd

	<b>Description</b>
1	Electrical tool kit list and cost can be provided on request
2	Mechanical fitter tool kit list and cost can be provided on request
3	Instrument Mechanician tool kit list and cost can be provided on request
4	Millwright tool kit list and cost can be provided on request

#### 6.4 Costing Structure for Psychometric assessments for 2018

	Description	Cost per Learner excluding VAT	Cost per Learner including 15% VAT
3	Apprentice Psychometric assessment	R 1 500.00	R 1 725.00

#### 7 SUMMARY

Below please find the enrolment, procurement and compensation fund forms which needs to be completed should you wish to send your learners for training. We thank you for your interest and should there be any additional information required please feel free to contact Liz Du Plessis on 011 827-4113/6



**July 2018**  
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[www.pandttechnology.co.za](http://www.pandttechnology.co.za)  
**Directors:** NC Du Plessis (managing), ED Du Plessis

### Apprenticeship / Learnership enrolment form

PLEASE COMPLETE **ONE FORM PER LEARNER** AND RETURN ENROLMENT FORM TO:  
**Fax :- 011 827 4118** or email [janine@pandttechnology.co.za](mailto:janine@pandttechnology.co.za)

**Invoice Company:-** \_\_\_\_\_

P. O. Box \_\_\_\_\_ Code:- \_\_\_\_\_

Title & First Name \_\_\_\_\_ Surname \_\_\_\_\_

Tel:- (\_\_\_\_) \_\_\_\_\_ Fax:- (\_\_\_\_) \_\_\_\_\_

Cell No:- \_\_\_\_\_ email:- \_\_\_\_\_

Company VAT NO. \_\_\_\_\_ **(NB)** Learner Name and surname: \_\_\_\_\_

**Please select the block you would like your learner to attend training. Prices include 15%VAT**

#### TRAINING BLOCKS APPRENTICESHIPS

- 1<sup>st</sup> block 15 January to 23 March 2018
- 2<sup>nd</sup> block 9 April to 15 June 2018
- 3<sup>rd</sup> block 2 July to 7 September 2018
- 4<sup>th</sup> block 1 October to 7 December 2018

#### TRAINING BLOCKS LEARNERSHIPS 1<sup>st</sup> block 8

- January to 29 March 2018
- 2<sup>nd</sup> block 9 April to 29 June 2018
- 3<sup>rd</sup> block 2 July to 21 September 2018
- 4<sup>th</sup> block 1 October to 14 December 2018

**Please select the trade and level you need your learner to be trained in**

#### ELECTRICAL

- Apprenticeship Phase 1 R 41 124.00
- Apprenticeship Phase 2 R 41 124.00
- Apprenticeship Phase 3 & 4 R 41 124.00

#### INSTRUMENTATION MECHANICIAN

- Apprenticeship Phase 1 R 41 124.00
- Apprenticeship Phase 2 R 41 124.00
- Apprenticeship Phase 3 & 4 R 41 124.00

#### MECHANICAL FITTER

- Apprenticeship Phase 1 R 41 124.00
- Apprenticeship Phase 2 R 41 124.00
- Apprenticeship Phase 3 & 4 R 41 124.00

**NOTE: The millwright apprenticeship comprises of the learner attending Electrical and Mechanical Fitter training. Therefore your learner will need to attend two blocks of training per year**

#### MILLWRIGHT APPRENTICESHIP TRAINING

- |   |  |
|---|--|
| <input type="checkbox"/> Electrical Phase 1 R 41 124.00     | <input type="checkbox"/> Mechanical Fitter Phase 1 R 41 124.00     |
| <input type="checkbox"/> Electrical Phase 2 R 41 124.00     | <input type="checkbox"/> Mechanical Fitter Phase 2 R 41 124.00     |
| <input type="checkbox"/> Electrical Phase 3 & 4 R 41 124.00 | <input type="checkbox"/> Mechanical Fitter Phase 3 & 4 R 41 124.00 |





**January 2017**  
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<b>P &amp; T TECHNOLOGY (PTY) LTD PROCUREMENT - CUSTOMER INFORMATION</b>	
Please complete this document and return to P and T Technology (Pty) Ltd	
<b>Legal Status (e.g. (Pty) Ltd)</b>	
<b>Name of Business</b>	
<b>Company Registration Number</b>	
<b>VAT Registration Number</b>	
<b>Company Postal Address</b>	
<b>Contact Person</b>	
<b>Contact Person (Accounts)</b>	
<b>Telephone Number/s</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Name of Bank</b>	
<b>Branch</b>	
<b>Branch Code</b>	
<b>Account Number</b>	
<b>Type of Account</b>	
<b>Account Holder's Name</b>	
<b>Please complete the details and forward to:</b>	
<b>Attention</b>	Finance
<b>Email</b>	<a href="mailto:liz@pandttechnology.co.za">liz@pandttechnology.co.za</a>

## COMPANY COMPENSATION FUND INFORMATION

The following employer information is required in the advent that a learner is injured while at the training centre.

1. Registered name with the Compensation Commissioner .....  
.....
2. Registered number of this business with the Compensation Commissioner .....
3. Contact Person .....  
Contact person cell number .....
4. Street Address .....5. Postal code .....
6. Postal Address .....7. Postal Code .....
8. Telephone number (.....)..... 9.1. Fax Number (.....).....
- 9.2. E-mail address .....
10. Situation of business / farm .....
11. Nature of business, trade or industry.....