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# APPRENTICESHIP INSTITUTIONALIZED TRAINING JANUARY TO DECEMBER 2021

**Electrical Engineering, Mechanical Fitter,  
Instrument Mechanician and Millwright**

**Document no 2021/02**

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

**Client:**

**Issue:** Rev 01/2021 V2

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## 1 PRELUDE

This document outlines the training for apprenticeships (learnerships).

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

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.

Our apprenticeship training for the new occupation qualification for Electrical, Millwright, Mechanical fitter and Instrumentation Mechanician is accredited by QCTO.

Our Electrical legacy trade qualifications are accredited by CETA and EWSETA while the legacy trade qualifications for Millwright, Mechanical fitter and Instrumentation Mechanician are accredited by CHIETA SETA. We are phasing out the legacy training and will not be enrolling new apprentices on this qualification.

COVID protocols will be observed at all times during the training and while the learners are onsite

## 2 THE LEARNING PROGRAM

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

### 2.1 Entry requirements

The entry requirements for each trade are as follows:

<b>Electrical:</b>	NQF level 1 (Grade 9) with mathematics and science
<b>Mechanical fitter:</b>	NQF level 1 (Grade 9) with mathematics
<b>Instrumentation Mechanician:</b>	NQF level 4 (Grade 12) with mathematics and science
<b>Millwright:</b>	NQF level 1 (Grade 9) with mathematics

Learners who only have a Grade 9, 10 or 11 will need to undergo **foundational learning competence (FLC) training** for Mathematics and English.

### 2.2 Foundational learning competence (FLC) training

Learners who only have a Grade 9, 10 or 11 will need to undergo FLC training for Mathematics and English.

Please see Annexure A for the QCTO circular re the Foundational learning competence (FLC) training exemption should a learner have been awarded the following:

- Grade 12 or national certificate (Mathematics and English)
- Senior certificate (NC) (Mathematics and English)
- A National certificate (Vocational) (NCV) C (Mathematics and English)

### 2.3 Apprenticeship document requirements

We will require the following documents for the learners Portfolio of evidence file. These documents will also be required for the apprenticeship contract

- Certified ID

- Certified Highest qualification
- Medical
- Copy of employment contract
- Completed and signed apprenticeship contract for the company's relevant SETA

**NOTE:** The procedure for the apprenticeship contract will depend on which SETA your company is registered with. Each SETA has their own requirements and method of registering the apprenticeship contract. Some SETA's require the company to do the registration online themselves.

## **2.4 Apprenticeship Program**

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

The 2021 program is divided into four blocks for the year. 1<sup>st</sup> and 2<sup>nd</sup> year training will have 10 weeks institutionalised training. 3<sup>rd</sup> year is divided into 2 training interventions. The 1<sup>st</sup> is 7 weeks institutionalised training and the 2<sup>nd</sup> is 3 weeks for final preparation for the trade test. Application for trade test can be made when minimum weeks of training has been met as per qualification conditions.

The Electrician, Mechanical Fitter and Instrumentation Mechanician learners would need to attend one 10 week block in the 1<sup>st</sup> and 2<sup>nd</sup> year of training and 7 weeks for the 3<sup>rd</sup> year of training. The training would be as follows:

#### **Process**

- 1<sup>st</sup> year 10 weeks intuitionalised training
- 2<sup>nd</sup> year 10 weeks intuitionalised training
  
- 3<sup>rd</sup> year 7 weeks intuitionalised training
  - Trade test application on completion of 3<sup>rd</sup> year training
  - 3 weeks Pre Trade preparation training
  - Trade test (2 days)

Training dates will need to be booked in advance.

Institutionalised Training dates for apprenticeships for 2021 are as follows:

1<sup>st</sup> block: 1 March to 8 May 2021

2<sup>nd</sup> block: 10 May to 23 July 2021

3<sup>rd</sup> block 26 July to 2 October 2021

4<sup>th</sup> block: 4 October to 11 December 2021

In terms of an apprenticeship, as per the learners log book, the Phase test is a company test. Should you wish us to do the phase test we will need a written request from your company requesting us to do the Phase test on their behalf.

### **2.4.2 Millwright apprenticeship**

The 2021 program is divided into four blocks for the year. 1<sup>st</sup> and 2<sup>nd</sup> year training will have 20 weeks institutionalised training. 3<sup>rd</sup> year is divided into 2 training interventions, the 1<sup>st</sup> intervention is 14 weeks institutionalised training and the 2<sup>nd</sup> is 6 weeks in final preparation for the trade test. Application for trade test can be made when minimum weeks of training has been met as per qualification conditions.

The Millwright learners would need attend one 10 week block for the Electrical component of the training and 10 week block for the Mechanical component of the training in the 1<sup>st</sup>

and 2<sup>nd</sup> year of training. The 3<sup>rd</sup> year of training the learners would need to attend 7 weeks for the Electrical component and 7 weeks for the Mechanical component. The training would be as follows:

### Process

- 1<sup>st</sup> year 20 weeks intuitionalised training
- 2<sup>nd</sup> year 20 weeks intuitionalised training
  
- 3<sup>rd</sup> year 14 weeks intuitionalised training
  - Trade test application on completion of 3<sup>rd</sup> year training
  - 6 weeks Pre Trade preparation training (3 weeks for Electrical and 3 weeks for Mechanical)
  - Trade test (3 days)

Training dates will need to be booked in advance

Institutionalised Training dates for apprenticeships for 2020 are as per below. The millwright will need to attend two ten week blocks for each year.

1<sup>st</sup> block: 1 March to 8 May 2021

2<sup>nd</sup> block: 10 May to 23 July 2021

3<sup>rd</sup> block 26 July to 2 October 2021

4<sup>th</sup> block: 4 October to 11 December 2021

In terms of an apprenticeship, as per the learners log book, the Phase test is a company test. Should you wish us to do the phase test we will need a written request from your company requesting us to do the Phase test on their behalf.

### 2.4.3 Trade test and Trade test requirements

P & T Technology is an accredited decentralised electrical trade test centre. All components of the electrical trade will take place at our premises.

We are not an accredited decentralised trade test centre for Mechanical Fitter, Instrumentation Mechanician or Millwright. However we have partnered with other Trade test centres where the learners will be able to do the Trade test.

### Requirement for trade test as per Government Gazette 8 May 2018 no. 38758 Trade Test Regulations

*(3) Until the QCTO determines the entrance requirements contemplated in regulation 2(2)(b) the minimum level of education for access to a trade test will be the successful achievement by a learner before, during or after an artisan learning programme of:*

- a) N2 Certificate including the four relevant subjects of maths, engineering science and a fourth subject as required by the trade; or*
- b) Technical trade theory programs quality assured by a SETA deemed to be equivalent to NQF level 3; or*
- c) Relevant Engineering NCV Certificate with seven subjects at NQF level 3; or*
- d) Technical Grade 11 with Maths, Science, Language and related trade theory subject; or*
- e) Relevant (directly related to the trade theory subjects) N6 certificate or National Technical Diploma (T, S or N stream.)*

*In addition to the above mentioned minimum level of educational qualification the applicant must also have:*

- a) *successfully completed all off the job practical training unit standards (in the case of learnerships) or modules (in the case of an apprenticeship) of an artisan learning program at an accredited training provider as verifiable by training records.*
- b) *satisfied the requirements of the structured workplace, on the job, learning for a minimum period of 12 months verifiable through a workplace learning record (e.g logbook) unless any other workplace period has been contractually specified before the date of publication of this Regulation .*

#### **2.4.4 Training process followed**

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

#### **2.4.5 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 summative 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.

#### **2.4.6 Facilitator vs learners ratio.**

Each program is limited to sixteen (16) earners 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 Phychometrist who is registered 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 - 6.3 are for the 2021 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.

The cost for apprenticeship training is R 3 400.00 excluding 15% VAT per learner per week or R 3 910.00 including 15% VAT per learner per week.

For any requested meeting at your site a cost for travelling will be charged at a rate of R4.80 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 Electrical, Mechanical Fitter and Instrument Mechanician Apprenticeship Costing Structure per learner for 2021**

	Description	Cost per Learner excluding VAT	Cost per Learner including 15% VAT
1	Phase 1/ 1 <sup>st</sup> year institutionalised training only 10 weeks	R 34 000.00	R 39 100 .00
2	Phase 2 / 2 <sup>nd</sup> year institutionalised training only 10 weeks	R 34 000.00	R 39 100 .00
3	Phase 3 / 3 <sup>rd</sup> institutionalised training only 7 weeks	R 23 800.00	R 27 370 .00
	Pre trade test preparation 3 weeks	R 10 200.00	R 11 730.00
	Trade test (2 days)	R 2 208.30	R 2 540.00

**6.2 Millwright Apprenticeship Costing Structure learner for 2021**

	Description	Cost per Learner excluding VAT	Cost per Learner including 15% VAT
1	Phase 1/ 1 <sup>st</sup> year institutionalised training only 10 weeks Electrical and 10 weeks mechanical	R 68 000.00	R 78 200 .00
2	Phase 2 / 2 <sup>nd</sup> year institutionalised training only 10 weeks Electrical and 10 weeks mechanical	R 68 000.00	R 78 200 .00
3	Phase 3 / 3 <sup>rd</sup> institutionalised training only 7 weeks Electrical and 7 weeks mechanical	R 47 600.00	R 54 740.00
	Pre trade test preparation 3 weeks Electrical and 3 weeks Mechanical	R 20 400.00	R 23 460.00
	Trade test application (3 days)	R 2 990.00	R 3 381.00

**6.3 Costing Structure per learner for PPE for 2021**

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

	Description	Cost per Learner excluding VAT	Cost per Learner including 15% VAT
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 1 240.00	R 1 426.00



#### 6.4 Costing Structure per learner for toolkits for 2020

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

	Description
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

#### 6.5 Costing Structure for Psychometric assessments for 2020

	Description	Cost per Learner excluding VAT	Cost per Learner including 15% VAT
3	Apprentice Psychometric assessment	R 1 300.00	R 1 495.00

### 7 TERMS AND CONDITIONS

All apprenticeship training is booked to the following terms and conditions:

- Training needs to be booked in advance.
  - Payment is due before learners attend training. Any fees not paid on time will be charged interest at prime rates.
  - Total Training costs include 15% Vat
  - P & T Technology (Pty) Ltd is only responsible for the Provider assessments of the training
  - Your company needs to provide learners with the relevant PPE and tools
- PLEASE NOTE: Should legislation, regulations or criteria change out of our control, our courses and assessment process will change accordingly.

### 8 COMPLETION OF FORMS

To enrol a learner please complete one enrolment form per learner. Please indicate which trade you would like the learner to be trained on and please indicate which block you would like the learner to attend the training.

Please complete one procurement and one compensation form per company.

### 9 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

## 10 ANNEXURE A



DATE: 1 October 2019

By Email: To All Providers and QQSF Stakeholders

**QCTO FLC CIRCULAR 1 of 2019**

To: All Providers and QQSF Stakeholders

**SUBJECT: CLARIFICATION OF QCTO FLC FRAMEWORK**

The Foundational Learning Competence (FLC) is a requirement for the completion of all Occupational Qualifications developed by the QCTO. It is intended to ensure that all certified learners that hold Occupational Qualifications have a functional command of English, as the language of communication in the workplace, and Mathematics as an essential component of working life. The FLC is a Part Qualification at Level 2 of the NQF.


The objective of this circular is to clarify current misunderstanding of the QCTO FLC Framework regarding learners that are exempted from this requirement. QCTO would like to remind all stakeholders involved in the administration and/or assessment of qualifications for which the FLC is a formal requirement, that learners are exempted from FLC requirement if they have previously been awarded:

- a. A Grade 12 or a National Senior Certificate (NSC) (Mathematics and English);
- b. A Senior Certificate (SC) (Mathematics and English); and
- c. A National Certificate (Vocational) (NC(V)) (Mathematics and English).

This is in line with the existing FLC Framework which is published on QCTO website  
<http://www.qcto.org.za/images/2017/FLC.pdf>.

QCTO would like to thank all stakeholders for their cooperation.

Regards,

  
\_\_\_\_\_  
**Mr. V Naidoo**  
Chief Executive Officer



**January 2021 V2**

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**Directors:** NC Du Plessis (managing), ED Du Plessis

## Apprenticeship 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.**

**TRAINING BLOCKS APPRENTICESHIPS**

- |                                                                       |                                                                              |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> 1 <sup>st</sup> block 1 march to 8 May 2021  | <input type="checkbox"/> 3 <sup>rd</sup> block 26 July to 2 October 2021     |
| <input type="checkbox"/> 2 <sup>nd</sup> block 10 may to 23 July 2021 | <input type="checkbox"/> 4 <sup>th</sup> block 4 October to 11 December 2021 |

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

**ELECTRICAL**

- Apprenticeship 1<sup>st</sup> year (10 weeks) R 39 100.00
- Apprenticeship 2<sup>nd</sup> year (10 weeks) R 39 100.00
- Apprenticeship 3<sup>rd</sup> year (7weeks) R 27 370.00
- Pre preparation 3<sup>rd</sup> year (3 weeks) R 11 730.00
- Trade test (2 days) R 2 540.00

**INSTRUMENTATION MECHANICIAN**

- Apprenticeship 1<sup>st</sup> year (10 weeks) R 39 100.00
- Apprenticeship 2<sup>nd</sup> year (10 weeks) R 39 100.00
- Apprenticeship 3<sup>rd</sup> year (7weeks) R 27 370.00
- Pre trade preparation 3<sup>rd</sup> year (3weeks) R 11 730.00
- Trade test (2 days) R 2 540.00

**MECHANICAL FITTER**

- Apprenticeship 1<sup>st</sup> year (10 weeks) R 39 100.00
- Apprenticeship 2<sup>nd</sup> year (10 weeks) R 39 100.00
- Apprenticeship 3<sup>rd</sup> year (7weeks) R 27 370.00
- Pre preparation 3<sup>rd</sup> year (3 weeks) R 11 730.00
- Trade test (2 days) R 2 540.00

**ALL 3<sup>RD</sup> YEAR APPRENTICES**

3<sup>rd</sup> year apprentices will do 7 weeks of intuitionalised training. Six months into the third year we will need to start initiating the Trade test application. Once we receive the approval we will then schedule the 3 weeks of pre trade preparation training to take place just before the Trade test. (Millwrights will need 6 weeks pre trade preparation training)

**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 1 <sup>st</sup> year (10 weeks) R 39 100.00                                        | <input type="checkbox"/> Mechanical Fitter 1 <sup>st</sup> year (10 weeks) R 39 100.00 |
| <input type="checkbox"/> Electrical 2 <sup>nd</sup> year (10 weeks) R 39 100.00                                        | <input type="checkbox"/> Mechanical Fitter 2 <sup>nd</sup> year (10 weeks) R 39 100.00 |
| <input type="checkbox"/> Electrical 3 <sup>rd</sup> year (7 weeks) R 27 370.00                                         | <input type="checkbox"/> Mechanical Fitter 3 <sup>rd</sup> year (7weeks) R 27 370.00   |
| <input type="checkbox"/> Pre trade preparation 3 <sup>rd</sup> year (3 weeks electrical and 3 weeks mechanical fitter) | R 23 460.00                                                                            |
| <input type="checkbox"/> Trade test (3 days) R 3 381.00                                                                |                                                                                        |



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## P & T TECHNOLOGY (PTY) LTD PROCUREMENT - CUSTOMER INFORMATION

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.....