

CAPES EMBEDDED KNOWLEDGE SKILLS PROGRAMME (PILOT PROJECT)

FACILITATED BY GBS & APSO & FUNDED BY SERVICES SETA



INFORMATION PACK

As part of the strive towards professionalism and regulation within the labour recruitment sector, CAPES has been working towards the establishment of a Certification Institute and development of an industry “entry exam”. In preparation for this, funding has been provided by the SSETA to pilot a skills programme on the “embedded knowledge” required for a recruitment consultant and APSO will facilitate the roll-out.

WHO IS THE SKILLS PROGRAMME AIMED AT?

The CAPES Embedded Knowledge skills programme has been designed to provide relevant labour law knowledge required by recruiters who are working within the labour recruitment sector.

Anyone working operationally within the permanent and especially temporary employment sectors should access this programme to ensure that they have the required base knowledge.

Both junior and senior recruiters will benefit from the training.

WHO QUALIFIES TO ACCESS THE **FREE** SKILLS PROGRAMME?

All SSETA levy-paying members of the Labour Recruitment Chamber are entitled to send their recruitment staff on the skills programme. Non-levy payers (exempt SME) who are members of APSO, ITA, CEA or ANASA can apply to participate. In order to give as many companies as possible the opportunity to participate, limits will be placed on the number of learners per company.

WHAT REQUIREMENTS DOES THE INDIVIDUAL HAVE TO HAVE IN ORDER TO PARTICIPATE AS A LEARNER?

In order to qualify to take advantage of this FREE skills programme, the individual (learner) needs to comply with the following:

- Be a permanent employee of a company that is registered as a levy-paying members of the Services SETA and who is in good standing with respect of payment of skills development levies

OR

- Be a permanent employee of an SDL exempt company that is a member of either APSO, ANASA, CEA or ITA and who is in good standing with respect of payment of membership subscription fees

AND

- Not have exceeded the maximum of 10 skills programme opportunities afforded to each individual learner
- Be in possession of a valid Identity Document (a certified copy must be submitted with enrolment form)
- Be committed to attend the training facilitation and complete the examination on the required dates
- Sign a “Letter of Commitment” undertaking to pay any costs should the learner fail to attend the training session and complete the examination.

WHAT IS A LETTER OF COMMITMENT?

The cost per learner of this skills programme is R1854 and whilst it is being funded by the Services SETA and offered to SDL payers free, each learner (and their employer) who registers for the programme is required to sign a “Letter of Commitment” undertaking to complete the entire programme.

Failure to attend the training session (for whatever reason) and write the exam will result in the employer being invoiced R1854.

No cancellations or postponements can be accepted. However, an employer may replace a learner with another provided a minimum of 2 weeks notice is provided and all learner criteria (as set out above) are met.

WHAT DOES THE SKILLS PROGRAMME ENTAIL?

Learners will receive printed learning material covering two unit standards namely, “Demonstrate an understanding of employment relations” and “Recruit and select candidates”. They will also attend a full-day training facilitated by John Botha of Global Business Solutions. After completing the training facilitation, learners will be required to complete an assessment in the form of an online examination. Learners who are found competent will receive a certificate in recognition of compliance with Embedded Knowledge requirements and this will count towards RPL against future unit standards & qualifications in the Labour Recruitment profession.

Modules include:

DEMONSTRATE AN UNDERSTANDING OF EMPLOYMENT RELATIONS

- The TES as employer
- Transitioning & Outsourcing Staff
- Termination & Dismissal of Staff
- Fair Discrimination
- Organisational Rights and the TES
- Limited Duration Contracts & Managing Reasonable Expectation
- Service Level Agreements
- Changing Terms of Employment
- The TES in a Local & Global Context
- Strikes, Lock-outs & replacement labour
- Offers of Employment

RECRUIT & SELECT CANDIDATES

- Planning for Recruitment and Selection
- Implementation of a Recruitment Plan
- Candidate Selection

WHO WILL FACILITATE THE TRAINING?

John Botha has a Bachelor of Commerce Honours degree and a Post Graduate Diploma in Labour Law. He has held various senior positions including Managing Director of Global Business Solutions and Group Executive HR Director of Adcorp Holdings. John is currently the Chief Operating Officer of CAPES and is an accredited assessor and moderator.

John has extensive industry experience, particularly TES, and has the ability to explain technical labour law in everyday language. In addition to providing the theoretical information, John's practical experience within the recruitment industry enables him to use case studies and examples effectively to get his point across.

WHERE WILL THE TRAINING FACILITATIONS TAKE PLACE?

Training sessions are planned from Feb 2009 – September 2009 across the following regions: Mpumalanga, Gauteng, KZN, Western Cape and Eastern Cape. Spaces (and dates) will be allocated on a first-come, first-served basis.

Training Schedule:

REGION	TRAINING FACILITATION DATES
Mpumalanga (Middelburg)	26 Feb
Gauteng (JHB & Pretoria)	17 Mar, 6 Apr, 19 May, 25 June, 23 July, 4 Aug, 22 Sept
Western Cape (Cape Town)	27 March & 6 August
KZN (Durban)	12 March & 18 August
Eastern Cape (Port Elizabeth)	21 May

HOW DO I ENROL?

In order to meet the criteria set by the Services SETA, enrolments must be handled strictly according to the following process:

1. Determine if your company is a SSETA levy paying member – check with Services SETA if you're unsure.
2. Complete the attached Enrolment Form in full (separate forms for each individual learner) – incomplete applications will not be considered.
3. Get a copy of the learner's ID book certified and scan clearly for attachment to the enrolment form.
4. Sign the Letter of Commitment (attached to enrolment form) – this must be signed by both the learner and the employer.
5. Email the completed Enrolment Form and scanned certified copy of the ID to gloria@apso.co.za
6. Confirmation of your enrolment will be emailed to you, together with details about the training facilitation date to which you've been assigned.