



**GUIDELINES FOR**

**WORKPLACE SKILLS PLAN**  
**(01 APRIL 2010 TO 31 MARCH 2011)**  
**AND**  
**ANNUAL TRAINING REPORT**  
**(01 APRIL 2009 TO 31 MARCH 2010)**

**FOR ALL MQA ORGANISATIONS**  
**(Small, medium and large)**

**Year 11**

**Completed WSP-ATR**  
**(Mandatory Grant Applications) must be**  
**submitted to the MQA in excel by 30 June**  
**2010**

**March 2010**

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## 1. INTRODUCTION

In terms of the amended Skills Development Act, the MQA is required to develop a Sector Skills Plan (SSP), facilitate and monitor its implementation, and approve Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs) submitted by organisations within the Mining and Mineral Sector (MMS).

An employer must submit a WSP and ATR to the MQA no later than **30 June 2010** – this constitutes your Mandatory Grant Application. In order to qualify for a Mandatory Grant, organisations must use the prescribed format to submit a Grant Application for the period 1 April 2010 to 31 March 2011.

Information from these WSP-ATRs is used by the MQA to update the Sector Skills Plan (SSP), to plan interventions to support skills development within the MMS and to report to the Department of Higher Education and Training (DHET).

## 2. PURPOSE OF THE GUIDELINES

This Guideline is intended for use by all organisations within the Mining and Mineral Sector (MMS) who fall under the MQA (SETA 16).

This document has been developed to assist Skills Development Facilitators (SDF) to complete the WSP-ATR submission to the MQA for the 2010-2011 financial year.

The Guidelines should be read together with the WSP-ATR template (in excel) for either small organisations (49 or less employees) or for medium (50-149 employees) and large organisations (150 or more employees). These templates are available on the MQA website ([www.mqa.org.za](http://www.mqa.org.za)).

In addition, you should refer to the Guide and brochure *“Integrating the OFO with organisation data and generating WSP and ATR reports”* for more detail. The *“MQA Scarce Skills Guide”* provides further information on scarce skills. These documents are all available on MQA’s website.

## 3. WSP-ATR / MANDATORY GRANT CRITERIA

Completion and submission of the WSP-ATR, using the prescribed MQA format, constitutes an application for the Mandatory Grant to the MQA.

For the legislative framework on the allocation of Mandatory Grants by a SETA and the recovery of mandatory grants by employers see *Annexure 2*.

The criteria for the approval of the WSP-ATR for the 2009-2010 financial year, as outlined in the *MQA Mandatory and Discretionary Grants Policy (adopted by MQA Board on 2<sup>nd</sup> August 2007)* Section 5 is outlined below:

### *MANDATORY GRANTS*

*A Mandatory Grant is paid once the WSP and ATR have been received, assessed and approved by the MQA based upon the criteria stated below:*

- *The employer must pay levies to SARS for the Mining and Minerals Sector;*
- *The skills development levy (SDL) number and employer name contained in the WSP/ATR agrees with information received from the Department of Labour (DoL);*
- *The employer should not be in arrears with their SDL contributions;*
- *The WSPs and ATRs must be signed by all stakeholders after the process of consultation;*

- *Only one application per SDL number will be considered. The SDL number on the WSP/ATR must correspond with the SDL number received from SARS and DoL.*

*It remains the responsibility of employers to ensure that the payment of the mandatory grant is done against the correct levy number. Where mergers, acquisitions or rationalizations take place, employers must inform the MQA of the changes and indicate in writing which levy numbers are affected and replaced. Failure to do so will result in the sweeping of unclaimed mandatory grants into the MQA discretionary grant reserve and employers will forfeit any possible claims against payments.*

*The Mandatory Grant will be paid in accordance with the MQA grant approval procedure and grant payment schedule. Employers in the Mining and Minerals Sector, whose personnel costs are below the prescribed threshold of R500 000.00 per annum for the submission of WSPs and ATRs, are encouraged to submit their WSPs and ATRs for the purposes of research and recording of their details on the MQA database.*

In addition, please note that:

- WSP-ATR must be correctly completed and submitted in the format prescribed by the MQA (small format for organisations with 49 or less employees and medium/large format for 50 employees and above.);
- The WSP-ATR must be signed-off in accordance with the MQA requirements and the necessary signature pages must be received by the MQA as part of the submission; and
- The WSP-ATR must be submitted by the deadline of 30 June 2010 (or within 6 months of new employers registering for the SDL).

In case verification is required, you must retain the following evidence at your organisation:

- Clear evidence that consultation took place and that such consultation was with individuals or organisation/s representative of the employees as required in medium and large organisations; and
- Clear evidence must be retained with respect to training completed for the period during which the ATR and WSP is implemented (this evidence may be in the form of training attendance registers, certificates and invoices).

### **Proof of banking details**

Original proof of banking details must be received by the MQA (SDL Officer) before the Mandatory Grant will be paid to the organisation.

Original proof can be in a form of:

- Original cancelled cheque or
- Original letter from the bank.

The original banking details should be posted/couriered/hand delivered to the MQA SDL Officer.

Postal address: Private Bag X118, Marshalltown, 2107.

Physical Address: 74-78 Marshall Street, Union Corporation Building, Marshalltown, Johannesburg.

### **3.1 WSP-ATR / Mandatory Grant Application submission date**

The date for submission of the WSP-ATR /Mandatory Grant Application for the 2010-2011 period is **30th June 2010**.

Please note that as this date is legislated, the date is final and no late submissions can be accepted by the MQA. The penalty for a late submission is losing the Mandatory Grant in full.

However, the only 2 exceptions are:

- (i) Where the mandatory grant application is submitted within 6 months of registration in the case of an employer who has registered for the first time in terms of Section 5(1) of the Skills Development Levies Act; and
- (ii) Where, in exceptional circumstances, an organisation has applied for an extension for the WSP-ATR/Mandatory Grant application and this has been granted by the MQA. If the MQA grants such an extension, the WSP-ATR/Mandatory Grant application must be made by 31<sup>st</sup> July 2010. Please refer to *Annexure 8*.

#### 4. DECLARATION AND SIGNATURES

The declaration which needs to be signed off by both the Senior Organisation representative and the SDF read as follows:

*"We, the undersigned, submit this information in compliance with the Mandatory Grant requirements of the Skills Development Legislation and Regulations. We declare that, to the best of our knowledge, the information contained in this Annual Training Report and Workplace Skills Plan is accurate and up to date."*

Note that best practice requires that employees are involved in the process of developing your WSP-ATR, including via the Skills Development Committee. Consultation means that parties must engage in a thorough and meaningful joint consensus-seeking process.

In the case of medium and large organisations organised labour/ employee representatives need to sign the following declaration:

*"We, the undersigned, confirm that organised labour/employee representatives were consulted by the employer on the WSP and the ATR."*

Note that organised labour/employee representative signature/s are not required for small organisations, although it is considered good practice to consult organised labour/employee representatives.

If the required signatures are not obtained from organised labour/employee representatives, attach a copy of your minutes and other supporting documentation to prove that consultation with organised labour/employee representatives did take place and state the reasons as to why organised labour/employee representatives have not signed. In addition, if your workplace is unionised, and you list members of trade unions in section 1 containing the Skills Development Committee details, then one of these members must also be a signatory to the WSP-ATR. See *Annexure 7* of this Guideline for more information on consultation.

A senior finance official is required to sign the following declaration confirming the organisation's levy-paying status of ALL SDL numbers for which the submission is made:

*"This is to confirm that this organisation is up-to-date with levy payments to the Commissioner of South African Revenue Services for the following levy numbers."*

Remember that your submission is not complete without ALL the relevant signatures. Once your WSP-ATR is complete, please print the Declaration and Signatories pages. Once the signatories have signed please scan and insert the picture to the boxes provided into your WSP-ATR excel template.

## 5. HOW TO SUBMIT YOUR WSP-ATR /MANDATORY GRANT APPLICATION TO THE MQA

Please follow the instructions below:

1. Save your completed WSP-ATR excel spreadsheet using SDL number and date in the file name e.g. L123456789 – 12 June 2010.
2. Submit the completed excel spreadsheet of your WSP-ATR (including inserted signatures) via e-mail to [wspandatr@mqa.org.za](mailto:wspandatr@mqa.org.za).
3. The subject line of your e-mail must include your SDL number and province e.g. L123456789 – Gauteng.
4. The e-mail submission must be made before the closing deadline of 30<sup>th</sup> June 2010.
5. You must keep the completed and signed WSP-ATR/Mandatory grant application on file.
6. You must keep proof that your submission was submitted by the deadline.

**Please note:** Your submission is only considered complete once MQA has received the following:

- Completed WSP-ATR template (excel)
- The Declaration and Signature pages with all the required signatures – inserted in your submission

## 6. SUBMISSION OF ORIGINAL BANKING DETAILS TO THE MQA

Original proof of banking details must be received by the MQA (SDL Officer) before mandatory grants will be paid to the organisation.

Original proof can be in a form of original cancelled cheque or original letter from the bank.

The original banking details should be posted, couriered or hand delivered to:

Attention	MQA SDL Officer, Tintswalo Nkuna
Postal Address:	MQA Private Bag X118 Marshalltown 2017
Physical Address:	74 – 78 Marshall Street 4 <sup>th</sup> Floor Union Corporation Building Marshalltown, Johannesburg.

## 7. CONTACTING THE MQA

### For Submission of WSP-ATR/Mandatory Grant Applications

WSP-ATR/ Mandatory Grant Application submissions:

E-mail: [wspandatr@mqa.org.za](mailto:wspandatr@mqa.org.za)

### For WSP-ATR/Mandatory Grant queries

WSP-ATR/Mandatory Grant queries:

E-mail: [wspqueries@mqa.org.za](mailto:wspqueries@mqa.org.za)

### For more information

Name	Email/ fax	Tel
WSP-ATR queries	wspqueries@mqa.org.za	-
Motlalepula Matjila (Skills Development Specialist)	motlalepulam@mqa.org.za	011 630 3549
Mahlatse Xintsi (Skills Development Administrator)	mahlatsem@mqa.org.za	011 630 3518
Tintswalo Nkuna (Skills Development Levies Officer)	tintswalon@mqa.org.za	011 630 3508
Skills Development and Research Unit fax	086 516 3619	

### General MQA contact details

Telephone Number:	011 630-3500 (switchboard)
Postal Address:	MQA Private Bag X118 Marshalltown 2017
Physical Address:	74 – 78 Marshall Street 4 <sup>th</sup> Floor Union Corporation Building Marshalltown, Johannesburg.

Visit our web site at [www.mqa.org.za](http://www.mqa.org.za) for information not only on skills development, but also for our latest newsletter, the SSP, progress on qualifications and unit standards and much more.

**ANNEXURE 1 – DEFINITIONS****APPRENTICESHIP**

**Apprenticeship** means a learnership in respect of a listed trade, and includes a trade-test in respect of that trade. Note: All apprenticeships in the MQA are listed as part of learnerships.

**BEE COMPANY**

A **BEE enterprise/company** is one that is 50, 1% owned by black persons and where there is substantial management control. Ownership refers to economic interest while management refers to the membership of any board or similar governing body of the enterprise; or

one that is at least 25, 1% owned by black persons and where there is substantial management control. Ownership refers to economic interests. Management refers to executive directors. This is whether the black enterprise has control or not.

**BURSARY**

A **Bursary** is financial support given to a non-employee, usually a school leaver or youth, to enroll in a further or higher educational institution. The organisation may or may not employ the student on completion of the studies.

**COMMUNITY BASED ORGANISATION (CBO)**

A **CBO** is a regional and/or community-based non-profit organisation whose boundaries are defined by a municipality and that has a constitution that regulates its members.

**COMMUNITY BASED CO-OPERATIVE (CBC)**

A **CBC** is a regional and/or community based CBO which functions as a non-profit co-operative i.e. an autonomous association of persons united voluntarily to meet their common economic and social needs and aspirations through a jointly owned and democratically controlled enterprise, organised and operated on co-operative principles.

**SKILLS DEVELOPMENT RELATED COMMUNITY/SOCIAL PROGRAMME**

**Skills Development Related Community/Social Programme** is a **skills development programme** run for the benefit of the broader community, generally as part of the organisation's corporate social investment programme or Social and Labour Plan (SLP) Local Economic Development (LED) commitments.

**CONSULTATION**

**Consultation** means that parties engage in a thorough and meaningful joint consensus-seeking process.

## CONTRACTORS

'Contractors' refers to persons who are not employees of the company submitting the ATR/WSP to the MQA but who work at the premises under the control of the company.

## PEOPLE WITH DISABILITIES

**People with disabilities** means people who have a long-term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in, employment, and who require an employer to make changes within reason to accommodate disabled people in the workplace.

## EMPLOYEES

An **employee** is any person, excluding independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration; or any person who in any manner assists in carrying on or in conducting the business of an employer. *Please note for purposes of the WSP/ATR this includes apprentices and 18.2 learners as they have a contract of employment.*

## INDUCTION TRAINING

Prior to a mine employee first starting work, the employer must provide the person with general induction to the company and train them to:

- To deal with every risk to the employee's health and safety for the work to be assigned;
- In what measures are necessary to eliminate, control and minimize the applicable risks to health and safety;
- To carry out the procedures to be followed for the assigned work;
- To follow the emergency procedures.

## LEARNERSHIP

A **Learnership** consists of a structured learning component; the learnership includes practical work experience of a specified nature and duration; the learnership would lead to a qualification registered by the South African Qualifications Authority and related to an occupation; and the intended learnership is registered with the Director-General in the prescribed manner

## MINE

**Mine** - According to the MHSa, a mine means:

(a) when used as a noun –

- any borehole, or excavation, in any tailings or in the earth, including the portion of the earth that is under the sea or other water, made for the purpose of searching for or winning a mineral, whether it is being worked or not; or
- any other place where a mineral deposit is being exploited, including the mining area and all buildings, structures, machinery, mine dumps, access roads or objects situated on or in that area that are used or intended to be used in connection with searching, winning, exploiting or processing of a mineral, or for health and safety purposes. But, if two or more excavations, boreholes or places are being worked in conjunction with one another, they are deemed to comprise one mine, unless the Chief Inspector notifies their owner in writing that those excavations, boreholes or places comprise two or more mines; or
- a works; and

(b) when used as a verb, the making of any excavation or borehole referred to in paragraph (a)(i), or the exploitation of any mineral deposit in any other manner, for the purpose of winning a mineral, including prospecting in connection with the winning of a mineral;

### **NON-GOVERNMENTAL ORGANISATION (NGO)**

An **NGO** is a non-profit organisation registered as a Section 21 NGO with the Department of Social Development.

### **NON-LEVY PAYING ENTERPRISES**

**Non-Levy Paying Enterprises (NLPEs)** are enterprises with an annual turnover below R5 million and are either formally registered or non-registered enterprises that are not required to pay the skills development levy.

### **NON-SOUTH AFRICAN**

**Non South Africans** are employees who have citizenship of any country other than South Africa. A person with dual citizenship is considered South African.

### **ORGANISATION REGISTRATION NUMBER**

**Organisation Registration No** is the Company Registration number as reflected on the CK2 Form, issued by SARS

### **ORGANISING FRAMEWORK FOR OCCUPATION**

**Organising Framework for Occupations (OFO)** is a skills based coded occupational classification system. It is the Department of Higher Education and Training's key tool for identifying, reporting and monitoring skills demand and supply in the South African labour market

### **PRACTICAL TRAINING**

**Practical Training** is a work placement opportunity provided to a non-employee, who is also not a bursary student, to complete a mandatory part of a further or higher education programme in the workplace. The organisation may or may not employ the student on completion of the practical training

### **PRE-ABET**

Pre-ABET is a course that functions as a bridging module, providing learners with very basic skills of reading and writing in preparation for their move to ABET 1.

### **REASONABLE ACCOMMODATION**

**Reasonable accommodation** means any modification or adjustment to a job or to the working environment that will enable a person from a designated group to have access to or participate or advance in employment.

### **REFRESHER TRAINING**

The need for **refresher training** and the intervals between such training are determined by the Employer after consulting with the Health and Safety Committee. Please include returns from annual leave. However refresher training that also includes cases where after a specified period of time, regulations require a person to be re-licenced as competent, such as a driver of a self-propelled machine.

(Note: Such refresher training should NOT be included in form 4.4. and 5.4. but reflected as part of training beneficiaries in 4.2 and 5.2)

## SCARCE SKILLS

**Scarce skills** refer to those **occupations** in which there is a scarcity or shortage of qualified and experienced people. This scarcity can be current or anticipated in the future, and is usually due to the fact that either people with these skills are simply not available, or they are available but they do not meet the organisation's employment criteria.

## SKILLS PROGRAMMES

### A Skills Programme

- is occupationally based;
- when completed, will constitute a credit towards a qualification registered in terms of the National Qualifications Framework as defined in section 1 of the South African Qualifications Authority Act; 40
- uses training providers referred to in section 17(1)(c); or
- complies with the prescribed requirements

## SMALL, MEDIUM AND LARGE ORGANISATION

**Small Organisation:** Organisation with less than 50 employees i.e. 1 - 49

**Medium Organisation:** Organisation with between 50 and 150 employees. i.e. 50 - 149

**Large Organisation:** Organisation with more than 150 employees. i.e. 150 and above

## STUDY ASSISTANCE

**Study Assistance** is financial support given to an existing employee to enrol in a further or higher educational institution, to enable the employee to further his/her formal education.

## TRAINING COST

**Training costs** include: Facilitation/tuition, training materials/stationery/manuals, travel, accommodation and meals.

<b>ANNEXURE 2 – LEGISLATIVE FRAMEWORK</b>
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**SKILLS DEVELOPMENT ACT**

Skills Development Act, 1998, Grant Regulations 6 and 10 as amended and reflected below apply to Mandatory Grants:

**Allocation of mandatory grants by SETA**

- (1) Subject to regulation 10, A SETA must allocate a mandatory grant to -
  - (a) an employer employing 50 or more employees that has submitted an application for a Workplace Skills Planning and Annual Training Report grant in accordance with subregulation (2) and as a minimum in the form prescribed in Annexure "2" to these Regulations; or
  - (b) an employer employing less than 50 employees that has submitted an application for a grant in accordance with subregulation (2) on a simplified form provided by the SETA; or
  - (c) an employer who has registered for the first time in terms of section 5(1) of the Skills Development Levies Act that has submitted an application for a Workplace Skills Planning grant within 6 months of registration.
  
- (2) An application for a mandatory grant in terms of subregulation (1) must be submitted, subject to subregulation (5)-
  - (a) by 30 September 2005 for the 2005/ 2006 financial year or in respect of unclaimed mandatory grants in respect of previous financial years;
  - (b) by 30 June for all subsequent financial years;
  
- (3) The mandatory grant to be paid by the SETA -
  - (a) must be equivalent to 50 % of the total levies paid by the employer in terms of section 3(1) read with section 6 of the Skills Development Levies Act during each financial year; and
  - (b) must be paid to the employer at least quarterly.
  
- (4) If the employer does not claim a mandatory grant within the time periods specified in subregulation (2), the SETA must transfer the employer's unclaimed mandatory grant funds to the discretionary grant fund.
  
- (5) A SETA Board or Council may grant an extension up to a maximum period of one month from the date contemplated in subregulation (2)(b) for late submission of an application for a mandatory grant subject to a written request by an employer.

**Mandatory Grant recovery by employers**

- (1) An employer seeking recovery of a grant against the levy payment must meet the eligibility criteria for grant recovery as prescribed in subregulation (2).

- 
- (2) A SETA may not pay mandatory grant to an employer who is liable to pay the skills development levy in terms of section 3(1) of the Skills Development Levies Act unless the employer-
- (a) has registered with the Commissioner in terms of section 5 of the Skills Development Levies Act;
  - (b) has paid the levies directly to the Commissioner in the manner and within the period determined in section 6 of the Skills Development Levies Act;
  - (c) is up to date with the levy payments to the Commissioner at the time of approval and in respect of the period for which an application is made;
  - (d) has submitted a Workplace Skills Plan that contributes to the relevant SETA sector skills plan as contemplated in section 10(1) of the Act within the timeframes prescribed in regulation 6(2) of these regulations; and
  - (e) with effect from 2006 / 2007 financial year and in subsequent financial years, has submitted a Annual Training Report that has been verified by a SETA Board or Council as having contributed to the implementation of the previous financial year's Workplace Skills Plan except for an employer contemplated in subregulation 6(1)(c) of these Regulations.
- (3) Employers who fail to meet the prescribed criteria will forfeit the grant referred to in regulation 6 of these regulations.

## MINE HEALTH AND SAFETY ACT

Section 10 (5) of the Mine Health and Safety Act, 1996, as amended reads:

“(4) The *employer* must keep a record of all formal training provided in respect of each *employee* in terms of subsection (2).

(5) All *mines* must submit a workplace skills plan and the annual training reports to the Mining Qualifications Authority.”

<b>ANNEXURE 3 – SIC CODES</b>
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The SIC CODE (Standard Industrial Classification Code) is the code that matches the employer's main business activity. While more than one code may be applicable, the employer must select ONE code that best describes the core activities. The SIC code may have changed from one year to another as the main business focus of the employer changes.

21000	Mining of coal and lignite
22100	Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction except surveying
22110	Extraction of crude petroleum and natural gas
22120	Service activities incidental to oil and gas extraction, excluding surveying
23000	Mining of gold and uranium ore
23001	Thin tabular operations
23002	Thick tabular operations
23003	Massive mining operations
24000	Mining of metal ores, except gold and uranium
24100	Mining of iron ore
24200	Mining of non-ferrous metal ores, except gold and uranium
24210	Chrome
24220	Copper
24230	Manganese
24240	Platinum group metals
24290	Other metal ore mining, except gold and uranium
25000	Other mining and quarrying
25100	Stone quarrying, clay and sandpits
25101	Quarrying/dimension stone operations
25102	Open cast/strip mining operations
25103	Open pit operations
25110	Dimension stone(granite, marble, slate, and wonderstone)
25120	Limestone and lime works
25190	Other stone quarrying, including stone crushing and clay sandpits
25200	Mining of diamonds (including alluvial diamonds)
25201	Marine mining operations
25202	Coastal mining operations
25300	Mining and quarrying
25310	Mining of chemical and fertilizer minerals
25311	Phosphates
25319	Other chemical and fertilizer mineral mining
25320	Extraction and evaporation of salt
25390	Other mining and quarrying
25391	Mining of precious and semi-precious stones, except diamonds
25392	Asbestos
25399	Other minerals and materials
29000	Service activities incidental to mining of minerals
34240	Manufacture of cement, lime and plaster

	39210	Manufacture of jewellery and related articles
	39211	Jewellery and related articles composed of precious metals, precious and semi-precious stones and pearls
	39212	Diamond cutting and polishing
	39219	Other precious and semi-precious stone cutting and polishing

## ANNEXURE 4 – SCARCE SKILLS

**Scarce skills** refer to those *occupations* in which there is a scarcity or shortage of qualified and experienced people. This scarcity can be current or anticipated in the future, and is usually due to the fact that either people with these skills are simply not available, or they are available but they do not meet the organisation's employment criteria. The scarcity can arise from one or a combination of the following, grouped as relative or absolute:

- **Absolute scarcity:** suitably skilled people are not available at all, for example:
  - A **new or emerging occupation**, i.e. there are few, if any, people in the country with the requisite skills (qualification and experience) and education and training providers have yet to develop learning programmes to meet the skills requirements.
  - Particular sectors are experiencing the same **hard-to-fill vacancies**.
  - People have chosen **not to pursue** training or careers in the occupation, for a variety of reasons.
  - There is a **specific occupational health and safety demand** for people with particular qualifications to meet regulatory requirements.
- **Relative scarcity:** suitably skilled people are available but do not meet other employment criteria, for example:
  - **Geographical location**, i.e. people are unwilling to work outside of urban areas.
  - **Industry attractiveness**, i.e. suitably skilled people are unwilling to work in particular industries, because they perceive that industry to be in decline or unsafe or otherwise unattractive.
  - **Equity considerations**, i.e. there are few if any candidates with the requisite skills (qualifications and experience) from the designated groups (black people, women, people with disabilities) available to meet the skills requirements of the organisation.
  - **Long training lead time** i.e there are people in education and training (formal and work-place) who are in the process of acquiring the necessary skills (qualification and experience) but where the lead time will mean that they are not available in the short term to meet replacement demand.

To help the MQA to identify areas where the occupation as a whole may not be scarce, but where there is a shortage of people in that occupation who lack a specialised skill, we have introduced another 'reason' for the occupation being scarce: **Specialised Skill lacking**. You would use this option where, for example, you are able to recruit people into an occupation, but you find that they are unable to perform optimally because they lack some specialised skill.

Let's look at some examples:

1. If you cannot recruit any Ore Reserve Managers because there are simply none available – no-one responds to your adverts, you have used a recruitment agency which has been unsuccessful etc – then ore reserve management is an absolute scarce skill.
2. If you do get people responding to your recruitment advert, but none of the potential applicants wants to relocate to the small rural town in which your organisation is located, then ore reserve management is a relatively scarce skill, by reasons of geographic location.
3. If other types of mines are able to recruit Ore Reserve Managers, but no one wants to work in the coal mining sub-sector because there have recently been large scale retrenchments, then ore reserve management is a relatively scarce skill, by reasons of industry attractiveness.
4. If you have determined, in your Employment Equity Plan, that you require a black woman in the position of Ore Reserve Manager, and only white people or men respond to your recruitment adverts, then ore reserve management is a relatively scarce skill, by reasons of employment equity.
5. If you cannot recruit anyone to the position, but you have two young women doing work experience in the ore reserve department who will only finish their degrees in two year's time, then ore reserve management is a relatively scarce skill, by reason of long training lead time.

*For more information on Scarce Skills refer to the MQA Scarce Skills Guide on the MQA web site at [www.mqa.org.za](http://www.mqa.org.za).*

## ANNEXURE 5 – MQA LEARNERSHIPS

Learnership	Learnership title	OFO	NQF level
<b>ENGINEERING</b>			
16Q160007351763	Winding Engine Driving	712101	3
16Q160008001764	Instrumentation Mechanician	323502	4
16Q160009001273	Rigging Ropes man (Generalist)	323201	3
16Q160010001273	Rigging Ropes man (Open-Cast)	323201	3
16Q160011001303	Diesel Mechanic – Underground Diamonds	321202	3
16Q160012001623	Diesel Mechanic – Coal	321202	3
16Q160013001493	Diesel Mechanic – Metalliferous	321202	3
16Q160014001373	Diesel Mechanic – Surface Diamonds	321202	3
16Q160015001683	Plater Welder (Underground Diamonds)	322301	3
16Q160016001333	Plater Welder (Coal)	322301	3
16Q160017001773	Plater Welder (Metalliferous)	322301	3
16Q160018001523	Plater Welder (Open Cast Diamonds)	322301	3
16Q160019001323	Plater Boilermaker (Open-Cast)	322301	3
16Q160020001343	Plater Boilermaker (Coal)	322301	3
16Q160021001733	Plater Boilermaker (Metalliferous)	322301	3
16Q160022001493	Plater Boilermaker (Diamond Opencast)	322301	3
16Q160023001273	Fitting (Including Machining): Underground Diamonds	323202	3
16Q16002400533	Fitting (including Machining): Underground Coal	323202	3
16Q160025001283	Fitting (Including Machining) Surface Coal	323202	3
16Q160026002443	Fitting (Including Machining) Hard Rock Metalliferous	323202	3
16Q160027001203	Fitting (Including Machining) Surface Diamonds	323202	3
16Q160028003394	Millwright (Diamond)	323501	4
16Q160029004094	Millwright (Coal)	323501	4
16Q160030004444	Millwright (Metalliferous)	323501	4
16Q160031003814	Millwright (Open Cast)	323501	4
16Q160032001593	Fitting & Turning (Underground Diamonds)	323202	3
16Q160033001853	Fitting & Turning (Underground Coal)	323202	3
16Q160034001463	Fitting & Turning (Open Cast Coal)	323202	3
16Q160035002763	Fitting & Turning (Metalliferous)	323202	3
16Q160036001403	Fitting & Turning (Surface Diamonds)	323202	3
16Q160037003134	Electrical (Underground Diamonds)	341101	4
16Q160038003494	Electrical (Underground Coal)	341101	4
16Q160039003444	Electrical (Surface Coal)	341101	4
16Q160040003294	Electrical (Open Cast)	341101	4
16Q160041003404	Electrical (Metalliferous)	341101	4
16Q160042003014	Electrical (Surface Diamonds)	341101	4
16Q160048501622	Engineering Maintenance for Underground Hard Rock (Metalliferous – Horizontal Transport Services)	712202	2
16Q160049591732	Engineering Maintenance for Underground Hard Rock (Metalliferous – Stopping and Developing)	712202	2
16Q160051001463	Plater/Welder (Open Cast)	322301	3
16Q160052001463	Diesel Mechanic (Open Cast)	323202	3
16Q160053001463	Fitting (Including Machining – Open Cast)	323204	3
16Q160054001463	Fitting & Turning (Open Cast)	323202	3
16Q160055702072	Engineering Maintenance for Underground Coal – Conventional Mining	712202	2
16Q160056692062	Engineering Maintenance for Underground Coal – Continuous	712202	2
16Q160057581672	Engineering Maintenance for Underground Coal – Wall Mining	712202	2

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16Q160058661842	Engineering Maintenance for Underground Coal Breaking Services	712202	2
16Q160077471413	Electro-Mechanics (Engineering Technology)	323502	4
16Q160083471662	NC Electro-Mechanics (Engineering and Technology)	323502	2
16Q160084441413	NC Electro-Mechanics (Engineering and Technology)	323502	3
16Q160085291714	NC Electro-Mechanics (Engineering and Technology)	323502	4
<b>MINING</b>			
16Q160001411572	Surface Mining Rock Breaking	399910	2
16Q160059991692	Underground Hard Rock Narrow Tabular	399910	2
16Q160060391203	Underground Hard Rock Narrow Tabular	399910	3
16Q1600724836933	Rockbreaking Quarries	399910	3
16Q1600734816033	Rockbreaking Quarrying: Dimension Stone	399910	3
16Q1600742715944	Carbonate Materials Manufacturing Process (Cement Manufacturing)	399809	4
16Q1600746441303	Continuous Miner Operations Underground (Coal)	399910	3
16Q1600746441303	Continuous Miner Operations Underground (Coal)	399910	3
16Q1600752615944	Carbonate Materials Manufacturing Process (Lime Manufacturing)	399809	4
16Q160080421273	Mining Operations Specialisation – Blasting Operation – (Wall Mining)	399910	3
16Q160082441503	Mining Operations Specialisation – Blasting Operations – Underground (Coal)	399910	3
16Q160086991302	Mining Operations Underground Hard Rock (Conventional Mining)	399910	2
16Q160087331293	Rockbreaking Underground Hard Rock (Mechanised Mining)	399910	3
16Q160088331263	Rockbreaking Underground Hard Rock (Conventional Mining)	399910	3
16Q160089991302	Mining Operations for Underground Hard Rock (Mechanised Mining)	399910	2
<b>METALLURGY</b>			
16Q160061611632	Lump ore beneficiation: Dense Medium Separation: Diamonds	712902	2
16Q160062611632	Lump ore beneficiation: Dense Medium Separation: Coal	712902	2
16Q160063611632	Lump ore beneficiation: dense medium separation: Heavy Minerals	712902	2
16Q160064611632	Lump ore beneficiation: dense medium separation: Jig Concentration	712902	2
16Q1600714212433	Mineral Processing, Gold Extraction	712902	2
<b>JEWELLERY</b>			
16Q160043271593	Jewellery Manufacture in a Production Environment	399401	3
16Q160044551382	Diamond Processing –Operator Top Sawn	399809	2
16Q160045551462	Diamond Processing –Operator Bottom Sawn	399809	2
16Q160046551462	Diamond Processing – Operator Bottom Makeable	399809	2
16Q160047601632	Diamond Processing – Operator Top Makeable	399809	2
16Q160078291504	Jewellery Manufacturing Operations	399401	4
16Q160079311464	Jewellery Design	232303	4
16Q160081261464	Gemstone Setting	399401	3
<b>OTHER</b>			
16Q160065571412	Occupational Safety, Hygiene and Environmental	312601	2
16Q160069441484	Minerals Surveying	232202	4

## ANNEXURE 6 – MQA SKILLS PROGRAMMES

<b>MINING</b>
To Examine and declare a working place safe (Underground Coal Conventional Mining)
To Examine and declare a working place safe (Underground Coal Longwall Mining)
To install, maintain and remove any support unit (Underground Coal Continuous Mining)
To install, maintain and remove any support(Underground Coal Conventional Mining)
To install, maintain and remove any support unit (Underground Coal Longwall Mining)
Blasting assistant operations in Underground coal Mines
Gas Testing Operations I Underground Coal Mines
Operate Mining Machinery in an Underground Coal Mine; COAL
To examine and declare a working place safe (Underground Hard Rock Massive);
To examine and declare a working place safe (Underground Hard Rock Narrow Tabular);
To install, maintain and remove any support unit (Underground Hard Rock Massive);
To install, maintain and remove any support unit (Underground Hard Rock Narrow Tabular);
Secondary Blasting Operations for Underground Hard Rock Massive;
Secondary Blasting Operations for Underground Hard Rock Tabular;
The examination and declaring safe of a workplace in underground hard rock operations;
Blasting Assistant within Underground Hard Rock; UHR
Trackless Mobile Machine Operations-Underground Hardrock; UHR
Rock Drill Operator in Underground Hardrock Mines; UHR
Continuous mining operations; UHR
<b>Surface mining</b>
The examination and declaring a workplace safe in surface mining operations;
The Installation, Maintenance and Removal of Support Units in Surface Mines;
Haul and dump operations; MET
Drilling operations;MET
Dozing Operations;MET
Operating Mobile Equipment for Surface Excavation Operations
<b>Cement, lime and aggregates</b>
The management of explosives magazines on mines and quarries;
The handling of explosives in quarries;
Basic construction materials testing;
Continuous mining operations;UHR
The examination and declaring a workplace safe in mining operations
The installation, Maintenance and Removal of support Units in Surface Mines;
The management of explosives magazines on mines and quarries;
The handling of explosives in quarries;
The examination, making safe and declaring safe of un-blasted Quarries, Dumps and Stockpiles;
The examination, making safe and declaring safe of blasted Quarries, Dumps and Stockpiles;
Excavation operations;
Skills Programme in Milling Operations (Dry Process).
Crushing and Screening
Operating a Small-Scale Mine; SSM
SP Operate a Small-scale Surface Mine
SP: Small Scale Mining Quarrying
SP: Small Scale Mining Surface Mining
SP: Small Scale Mining Underground Coal

SP: Small Scale Mining Underground Hard Rock
Gathering Arm loader operation in an underground coal mine;
<b>ENGINEERING</b>
Transportation of men, Material and Ore to and from an underground workplace (Onsetter);
<b>METALLURGY</b>
Ore Reception; MET
Dense Medium Separation; MET
Scrubbing and Screening; MET
Thickening of a Slurry; MET
Adsorption of gold onto Activated Carbon (CIP/ CIL/ CIS Processes); MET
Handling of Chemicals; MET
Milling of Material; MET
Slimes Reclamation; MET
Solvent Extraction; MET
Packing Plant Unitising Operations; MET
Tanker-Based Bulk Materials Loading; MET
Monitor and Operate Plant and Equipment; MET
Skills Programme in Crushing and Screening; MET
Primary sample preparation in an analytical laboratory;
Secondary sample preparation in and analytical laboratory;
<b>JEWELLERY</b>
Tube set gemstones into jewellery; JWL
Channel set gemstones into jewellery; JWL
Pave set gemstones into jewellery; JWL
manufacture of indigenous jewellery; JWL
<b>OTHER</b>
Conduct Occupational Health and Safety Representative Activities in the Mining and Minerals Sector; OCH
Occupational Health and Safety, Environment and Quality; OHS
Occupational Health and Safety, Environment and Quality in the CLAS Sector (Basic)
SP: Conduct Occupational Health and Safety Representative activities in the Mining and Minerals Sector - V2
SP: Small Scale Mining Safety, Health And Environment
SP Occupational Health and Safety activities for: Part Time/Workplace Representatives and Shop Stewards in the Mining and Minerals Sector
Separation of precious metals by means of the fire assay techniques;
Determining the physical properties of a coal sample in a laboratory; ASSAY
Basic Generic Supervision; GS
Intermediate Generic Management; GS
Advance Generic Management; GS
Generic Engineering; GS

**ANNEXURE 7 – MQA GUIDELINE ON CONSULTATION REQUIREMENTS FOR WORKPLACE SKILLS PLANS AND ANNUAL TRAINING REPORTS****Purpose of guideline**

1. The MQA has prepared this document to guide employers and employees regarding workplace consultations on workplace skills plans and annual training reports.

**When should consultation commence?**

2. Consultations should commence as early as possible in the process of preparing a workplace skills plan or annual training report.

**What forum should be used for consultations?**

3. A consultative forum, such as a Training Committee or Skills Development Committee, should be established or an existing forum utilised.
4. The forum should include employee representatives reflecting the interests of employees.
5. Representative trade unions, where these exist, or representatives nominated by such trade unions should be included in the consultation process.
6. The employer should be represented by one or more members of senior management.

**What standards should consultation meet?**

7. The purpose of consultation is that parties should engage in a thorough and meaningful joint consensus-seeking process.
8. All parties should in good faith keep an open mind throughout the process and seriously consider proposals put forward
9. Consultations should include -
  - 9.1 The opportunity to meet and report back to employees and management;
  - 9.2 Reasonable opportunity for employee representatives to meet with the employer;
  - 9.3 The request, receipt and consideration of relevant information; and
  - 9.4 Adequate time allowed for each of these steps.

**How often should consultations take place?**

10. To ensure an informed and constructive consultation process, structured regular meetings of the consultative forum or forums should be held.

**What information should employers disclose?**

11. The disclosure of relevant information by employers is necessary for meaningful consultation to take place. Relevant information is information that is vital for the successful development and implementation of a workplace skills plan and for the preparation of an annual training report.

**What if employee representatives refuse to participate in consultations?**

12. Where employee representatives refuse to take part in a consultation process, the employer should record the circumstances, in writing, including those steps that the

employer has taken to communicate and initiate the consultation process. A copy of this document should be provided to the MQA and to the employee representatives or trade unions concerned.

**What information must employers provide to the MQA?**

13. In completing the MQA's workplace skills plan/annual training report template, employers must provide sufficient information regarding the process of consultation followed.
14. Employee representatives should sign confirmation that they were consulted by the employer on the workplace skills plan and annual training report.

**ANNEXURE 8: APPLYING FOR AN EXTENSION IN EXCEPTIONAL CASES**

The MQA Policy on Mandatory and Discretionary Grants states “In terms of Sub regulations 6(5) of the Grant Regulations, the MQA may grant extension of a maximum of one month to allow for the late submission of an application for a mandatory grant, subject to a written request by an employer. The MQA Board shall establish criteria to ensure that the request for an extension is dealt with without delay”. The sub regulation is not aiming to allow employers to be granted automatic extension to submit WSP/ATR a month later than the cut off date. The cut of date remains 30th June every year. However isolated examples in the past indicated that in extreme cases there are employers who could not submit their documents by the 30th June. This sub regulation allows an employer who can prove to the MQA Board that due to circumstances beyond his or her control cannot or could not submit on or before 30th June, be given an additional period of time to submit the WSP/ATR and in any event both the request and the actual submission of the WSP/ATR cannot occur later than the 31st July each year.

**Criteria**

In view of the above, the MQA will only consider an application that complies with the following:

- Application to be on a company letterhead addressed to the MQA CEO or the attached MQA form and signed by Senior Management
- Reasons for extension clearly stated, explaining the circumstances beyond his/her control that results in the employer being unable to submit on or before 30th June
- The explanation for the late submission must be reasonable
- Application to reach the MQA before the submission deadline or 5 working days after the submission deadline.

**Process**

The MQA will assess the application through an appointed team. If the application is unanimously approved by all three Board Stakeholder Convenors, the applicant will have an extension not exceeding 31 July to submit a WSP/ATR. All applicants will be notified of the outcome in a written letter within a reasonable period. In case the application is declined, the official deadline of 30th June will apply and failure to submit on time will mean the employer forfeit their 50% mandatory grant.



***Request for  
Extension of WSP/ATR Mandatory Grant Application***

**INSTRUCTIONS**

*The Mandatory Grant Application (the Workplace Skills Plan and Annual Training Report) for 2009-2010 is due on 30<sup>th</sup> June 2010.*

*The Regulations state "(5) A SETA Board or Council may grant an extension up to a maximum period of one month from the date contemplated in subregulation (2)(b) for late submission of an application for a mandatory grant subject to a written request by an employer." Employers who wish to request an extension can do so by completing this form.*

*The request for extension must reach the MQA before the submission deadline (30<sup>th</sup> June 2010) or by 5 working days after the submission deadline.*

*Where the MQA grants an extension to an employer, the complete submission of the Mandatory Grant Application (the Workplace Skills Plan and Annual Training Report) must be made by 31<sup>st</sup> July 2010.*

The Request for Extension of Mandatory Grant Application form must be submitted to the Skills Development and Research Manager by one of the following means:

- Scan and email to [wspandatr@mqa.org.za](mailto:wspandatr@mqa.org.za);
- Fax to 086 516 3619;
- Hand delivery or courier to 74 – 78 Marshall Street, 4<sup>th</sup> Floor, Union Corporation Building, Marshalltown, Johannesburg; or
- Post to MQA, Private Bag X118, Marshalltown, 2017.

Please retain a copy of the application for extension of grant application as well as proof of submission to the MQA.

<b>Name of organisation</b>	
<b>Main SDL number</b>	
<b>Sub-SDL numbers</b>	
<b>Number of employees @ 1 April 2010</b>	

<b>Reasons for requesting this extension</b>	
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	<b>Skills Development Facilitator</b>
<b>First name</b>	
<b>Surname</b>	
<b>Email address</b>	
<b>Tel number</b>	
<b>Fax number</b>	
<b>Signature</b>	
	<b>Senior Organisation Representative</b>
<b>First name</b>	
<b>Surname</b>	
<b>Designation</b>	
<b>Email address</b>	
<b>Tel number</b>	
<b>Fax number</b>	
<b>Signature</b>	

<b>Date</b>	
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<b>FOR OFFICE USE ONLY</b>	
<b>Date received by MQA</b>	
<b>Recommendation</b>	
<b>Approved Yes/No</b>	
<b>Signature</b>	
<b>Date of approval</b>	