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Guidelines for the Establishment of the Training Committee

As per the Skills Development Act and Government Gazette 2001, if an organisation employs 50 or more employees, the company needs to establish a Skills Development Training Committee.

An employer with 50 or more employees has to establish a Training Committee and ensure its active participation with regards to skills development matters within an organisation. In the case of an employer who has a recognition agreement with a trade union/s, evidence must be provided that the WSP/ATR have been subjected to consultation with the recognised trade union/s and the WSP/ATR must be signed off by the labour representative appointed by the recognised trade union. Where there is no representative trade union, employees should nominate representatives.

Composition of the Training Committee

The Training Committee must comprise three constituent parties: the employer representative, the employee representative and union representative (where applicable). The SDF remains a critical member of the Training Committee at all times. The number of employees and employer representatives must be equal. No employee representative shall be a manager. At least one employee representative must represent each of the Major OFO categories, unless there are no employees in some of the categories.

The employee representative must be an employee of the organisation who is nominated by fellow employees and must not be in a management position. The employee representatives must discuss the training and development needs with their fellow employees and present them to the Training Committee for discussion and/or implementation. The SDF can neither be the employee nor the employer representation.

The role of the training committee is to:

- Consult on skills priorities and training needs and agree on interventions that address these priorities and needs.
- To represent, communicate with and gather feedback from employees and employers on skills development matters.
- To focus on the statutory objectives, particularly those embodied in the Skills Development Act.

Specific functions and responsibilities should include:

- Providing input into a skills development policy in support of the organisation's business plan and that it is in line with the regulations as laid down by the Skills Development Act.
- Ensure the development and implementation of the Workplace Skills Plan is aligned to the strategic Mission and Vision of the organisation & aligned to the Employment Equity Plan.
- For the benefit of the organisation, take cognisance of BBBEE requirements.
- Establish training priorities for the organisation based on its short and long-term needs.
- Communicate the completed Workplace Skills Plan to other employees in the organisation.

- Monitor the implementation and periodically revise the Workplace Skills Plan.
- Evaluate the skills development needs of the employees and organisation by conducting a skills analysis.
- Providing input into the Annual Training Report.
- Signing off that the committee was consulted on the Annual Training Report, Pivotal Training Report, Workplace Skills Plan & Pivotal Training Plan before submitting reports to the SETA.
- Implementation and the monitoring of the Workplace Skills Plan – by reviewing training committed and completed thus far.
- Discuss implementation and planning of Discretionary Grants taking into consideration the Critical & Scarce Skills of the Seta.
- Align training to the SETA Sector Skills Plan, Learnerships, career pathways, accredited national qualifications, etc.
- Advise on issues related to discretionary grants and monitor progress.
- Monitoring the payments of grants and levies.
- Signed meeting minutes must be kept on record for.

Trade Unions

Trade unions are key stakeholders in WSP and SSP and are engaged in skills development as follows:

- Ensuring that skills development challenges existing power relations in the workplace and more widely and focuses on economic and societal needs.
- Ensuring that workers recognise the importance of skills development in transforming their lives.
- Ensuring that workers are equipped with the necessary skills to ensure their jobs do not become redundant; and
- Finding ways of addressing the costs of training time and training leave.

Organisations with 50 or more employees will have to consult with and get sign-off from applicable Trade Unions/Staff representatives in order to submit their WSP.

It is recommended that the employer should conduct the Skills Development Committee meetings quarterly and consultation should commence as early as possible in the process of preparing for the workplace skills plan or annual training report submission.