

Support to the South African Department of Labour (DOL),
Labour Centres (LCs) and Sector Education Training Authorities (SETAs)

Sixth Quarterly Progress Report

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Acronyms

ABET	Adult Basic Education and Training
CEO	Chief Executive Officer
CEPD	Centre for Education Policy Development, Evaluation and Management
CHIETA	Chemical Industries Sector Education and Training Authority
DoL	Department of Labour
DPSA	Department of Public Service Administration
EXCO	Executive Committee
FoodBev	Food and Beverage SETA
FTP	File Transfer Protocol
HR	Human Resources
IT	Information Technology
JET	Joint Education Trust
Khulisa	Khulisa Management Services
LC	Labour Centre
OD	Organisational Development
PAETA	Primary Agriculture Sector Education and Training Authority
PSETA	Public Services Sector Education and Training Authority
RTI	Research Triangle Institute
SAQA	South African Qualifications Authority
SETA	Sector Education and Training Authority
SETASA	Sector Education and Training Authority for Secondary Agriculture
SGB	Standards Generating Body
SITA	State Information Technology Agency
USAID	United States Agency for International Development

1. General

This sixth quarterly progress report for March, April and May 2004 contains updates on each of the tasks commenced under IQC Task Order 9: Technical Support to the South African Department of Labour (DOL), Labour Centres (LCs) and Sector Education Training Authorities (SETAs).

2. Project Management

In the month of March, the final PAETA workshop with external stakeholders was held. The task with SETASA was completed with only the final report outstanding. Some difficulties have been experienced regarding the housing of the PSETA IT system. In the absence of a CEO, due to Lawrence Tsipane being seconded back into the DPSA, it was difficult for PSETA staff members to make decisions about whether the IT system designed should be held on the DPSA or PSETA servers. The matter is still being resolved. At the time of writing this report, the PSETA remains leaderless.

A meeting has been set up with Mathata Madibane and Cynthia Chassy from USAID for June 2, 2004 to discuss the close out of the project, budget close out, etc.

With the myriad of Public Holidays in April, the project management of this task order was minimal. The difficulties being faced by the PSETA were somewhat solved by the nomination of an Acting CEO, Kenny Govender. Within April, no decisions were made about finalising the housing of the developed PSETA IT system. It is hoped this will be rectified in May 2004. Khulisa was finally able to have the non-delivery of the CHIETA Study Tour report listed as an agenda item for the CHIETA EXCO meeting to be held in late April 2004.

In May, Khulisa received the Study Tour Report from the CHIETA for comment. The CHIETA is still in the process of receiving comment from stakeholders. Khulisa attended a luncheon with the PAETA SGB to allow for the handover of the final qualifications and unit standards. The final report on this process is still to be submitted.

3. Task i

3.1. PSETA HR/OD Assignment

This task was completed by Mary Scott, Development Associates, Inc. and Gary Moonsammy, Research Triangle Institute (RTI) at the beginning of April 2003. The Final Report has been provided to USAID, DoL and the PSETA.

3.2. FoodBev SETA SMME Assignment

This task was completed by Peter Fraser, Development Associates, Inc. and Mike Levy, Khulisa Management Services in the middle of July 2003. The Final Report has been provided to USAID, DoL and the FoodBev SETA.

3.3. FoodBev SETA OD/HR Assignment

This task was completed by Beryl York, Development Associates, Inc. and Nat Mbengwa, RTI at the beginning of June 2003. The Final Report has been provided to USAID, DoL and the FoodBev SETA.

3.4. FoodBev IT Assignment

This task was completed by John Hewson, Development Associates, Inc. at the end of August 2003. The Final Report has been provided to USAID, DoL and the FoodBev SETA.

4. Task ii

4.1. PAETA Assignment

4.1.1. Period covered by report

1 March to 31 May 2004

4.1.2. Consultant(s) Completing Report

Beatrice Enslin, Development Associates, Inc and Roelof de Villiers, CEPD

4.1.3. Activities Completed During Reporting Period

The following activities were completed during the past quarter and are reported on a monthly basis:

March 2004

The following activities were completed during March 2004:

- A workshop was held on 24 to 26 March 2004 during which participants made final adaptations to unit standards.
- The consultant team commenced with the preparation of the first draft of unit standards and Qualifications to be submitted to the SGB for Primary Agriculture.

April 2004

The following activities were completed during April 2004:

- All unit standards (197) were finalized and submitted to the SGB for Primary Agriculture.
- Exit level outcomes were developed for all levels and submitted to the SFB
- A total of 12 qualifications were developed across five levels and were submitted to the SGB.

May 2004

The following activities were completed during May 2004:

- A meeting of the SGB for Primary Agriculture was attended during which the qualifications and unit standards were discussed.
- The qualifications and unit standards were accepted by the SGB

The Consultant team was requested by the SGB to finalise all documents for submission to SAQA.

A final workshop was held on 25 to 27 May 2004 in order to finalise these documents.

4.1.4. Issues and Challenges and How they were Resolved

No issues arose during this reporting period.

4.1.5. Deliverables Completed during this Reporting Period

The following deliverables were completed during the past quarter and are reported on a monthly basis:

March 2004

During the past month, the following deliverables have been completed:

- Final inputs were received from all role players and draft unit standards were developed.
- Draft qualifications were developed for submission to SGB.

April 2004

- A total of 197 unit standard drafts were developed.
- A total of 12 qualifications were developed.

May 2004

During the past month, the following deliverables have been completed:

- Draft Qualifications and Unit Standards were approved by the SGB.
- The consultant team finalised all documents for submission to SAQA.

4.2. CHIETA Qualifications Assignment

This task was completed by Diane Umpleby, Joint Education Services (JET) at the end of November 2003. The Final Report has been provided to USAID, DoL and the CHIETA.

4.3. CHIETA Qualifications Research Assignment

This task was completed by Abeeda Holdstock, Joint Education Services (JET) at the end of April 2003. The Final Report has been provided to USAID, DoL and the CHIETA.

5. Task iii

5.1. SETASA Assignment

5.1.1. Period covered by report

1 March to 31 May 2004

5.1.2. Consultant(s) Completing Report

Edward French, CEPD

5.1.3. Activities Completed During Reporting Period

A full qualification for NQF Level 1 (ABET) in the Secondary Agriculture Sector was drafted and circulated for comment. This included the selection and deployment of already registered unit standards, the development of a large new unit standard for product handling,

and the formulation of motivations and a guide for contextualisation. A more detailed linked guide for enacting contextualisation by clustering and cross-fertilisation of aspects of unit standards was developed. SAQA was approached and agreed in principle to process the qualification directly (without going through the SETASA SGB).

5.1.4. Issues and Challenges and How they were Resolved

In the middle of the reporting period it looked as though Dr Julie Reddy had succeeded in putting SETASA on a positive new footing. The staff had a new sense of direction and purpose and the Department of Labour was happy to give SETASA a good bill of health. However, because – it would seem – of renewed indecision and infighting on the part of the Board, the gains may be unravelling. Dr Reddy decided to stay firm on her decision to leave SETASA at the end of May. Another problem which has beset the present support project from the beginning has been the tardiness and thinness of feedback from stakeholders in this sector. They engage with enthusiasm in face-to-face interaction, but tend to a virtual nil response to requests to read and comment on documents that do not affect or benefit them directly. Regional visits to overcome this may be conducted if SETASA has the financial and human capacity to organise them.

5.1.5. Deliverables Completed during this Reporting Period

A full complex of documents for the qualification was completed and submitted. (This will be appended to the forthcoming final report).

6. Task iv

6.1. CHIETA Study Tour

The study tour participants returned to South Africa in mid-September 2003. The final report for the tour was received during this quarterly period and is currently awaiting stakeholder input before final sign-off and submission to USAID.

7. Task v

7.1. PSETA Information Systems Assignment

7.1.1. Period covered by report

1 March to 31 May 2004

7.1.2. Consultant(s) Completing Report

Michael Ogawa, Khulisa Management Services

7.1.3. Activities Completed During Reporting Period

March 2004

- PSETA IT system ready to be installed and tested.
- Draft user manual completed.

April 2004

- Khulisa system ready to be tested but still awaiting PSETA website to be finalised

May 2004

- The PSETA completed the application to the SITA for space on their web server.
- Khulisa installed the PSETA IT system onto the SITA server during the week of 17th May; however, no configuration could be administered because of a delay in the PSETA web pages being transferred from the DPSA server to the SITA server.

7.1.4. Issues and Challenges and How they were Resolved

March 2004

- PSETA was not able to resolve the issue of where the system should be hosted. Currently the PSETA's website is hosted via the DPSA website. For data security purposes, Khulisa recommended that the PSETA website be hosted separately via the State Information and Technology Agency (SITA) web server. This issue was not resolved in March and needs to be addressed as soon as possible so that the system can be installed. Khulisa will be meeting with the PSETA and SITA representatives in April.

April 2004

- Mr Lawrence Tsipane, the Acting CEO of the PSETA, had his secondment to the PSETA from the DPSA withdrawn. This situation created delays in the decision making processes at the PSETA. Mr Kenny Govender was subsequently appointed interim CEO.
- The PSETA decided to host its website separately from the DPSA's site (per our suggestions to do so for data security reasons). The PSETA indicated that they had completed the necessary application form for server space with the State Information and Technology Agency (SITA), but were awaiting the DPSA's Deputy Director General to sign off on the form.
- The latter application is still delaying the installation of the system.

May 2004

- Mr Kenny Govender took over as acting PSETA CEO. Khulisa met with Mr Govender and his team on 11 May 2004 for a project status update and the way forward.
- Although Khulisa was able to load the PSETA IT system onto the SITA server during the week of 17th May 2004, there was a further delay as the DPSA needed to transfer to PSETA web pages to the SITA server (the IT system needs to be accessed from the PSETA web page). This was finally completed at the end of May, but a further issue arose with regard to the settings for File Transfer Protocol (FTP) software to upload the configuration settings.

7.1.5. Deliverables Completed during this Reporting Period

Modules completed as described above in Section 7.1.3.

8. Task vi

8.1. Labour Centre Support

This task was completed by Michael Ogawa and Helene Aiello, Khulisa Management Services at the beginning of January 2004. The Final Report has been provided to USAID, DoL and the Labour Centres.

9. Conclusion

The previous quarter (December 2003, January and February 2004) saw the finalisation of the Labour Centres task and continuing work on SETASA, PAETA and the PSETA IT Tasks. This quarter has seen the final stages of several tasks – SETASA, PAETA and the PSETA IT. Meetings will be held with USAID at the completion of all the activities to decide upon project close-out.