

# **Tutorial Letter 202/2/2018**

## **Training and Development Practices HRD2602**

**Semester 2**

**Department of Human Resource Management**

This tutorial letter contains important feedback on Assignment 02.

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Dear Student

I trust that you are enjoying this module. By now, you should have received the following study material for HRD2602:

STUDY MATERIAL	CONTENT
HRD2602/101/3/2018	Word of welcome, purpose and outcomes of the module, where to start, communication with the university, the student support system, the prescribed book and enquiries, tutorial matter, assignment instructions and due dates, the examination, discussion classes, study plan, frequently asked questions, compulsory assignments for students registered for the first semester, compulsory assignments for students registered for the second semester, self-assessment assignment (both semesters), comments on the self-assessment assignment and general guidelines for answering assignment and examination questions
HRD2602/SG001/4/2018	Preface, Workbooks 01 – 11, self-assessment activities, and feedback on self-assessment activities
HRD2602/201/2/2018 (available on myUnisa)	Feedback on Assignment 01 (second semester)
HRD2602/202/2/2018 (this tutorial letter)	Feedback on Assignment 02 (second semester)

If you have not yet received this study material, please download it from myUnisa or consult the *Study @ Unisa* brochure. Unfortunately, lecturers cannot send tutorial letters or the study guide to students.

## 1 INTRODUCTION

I trust that you are enjoying this module. The purpose of this tutorial letter is to provide feedback on Assignment 02. Please read it carefully.

## 2 FEEDBACK ON ASSIGNMENT 02 (SECOND SEMESTER)

I hope that you found Assignment 02 interesting and stimulating. The questions for this assignment were designed specifically to develop your ability to master the concepts and principles as well as your understanding of the content of Workbooks 04–06 of the study guide. This section of the tutorial letter contains the answers to the multiple-choice questions in Assignment 02 and an explanation of each answer. **For the sake of completeness, the questions are repeated.**

Please note that the questions and the answer options were randomised on myUnisa. As you were given two chances to submit the assignment, you would have been presented with any 10 of the 20 questions below for each attempt. The questions could have been presented in a different order than provided below and the order of the answer options could also have differed.

**1. Advising the Minister of Labour on a national skills development policy and strategy is one of the main functions of which of the following?**

1. Sector education and training authorities (SETAs)
2. Labour centres
3. National skills authority (NSA)
4. National skills fund (NSF)

Correct answer

The correct answer is option 3. Refer to Workbook 04 and section 2.5.3 in the prescribed book.

The main functions of the NSA are to advise the Minister of Labour on a national skills development policy and strategy, and to report on the progress made with the implementation of the policy and strategy. Option 1 is incorrect, as SETAs are mainly responsible for developing the sector skills plan within the framework of the national skills development strategy. Option 2 is incorrect, as some of the main functions of labour centres include registering work seekers, registering vacancies and work opportunities and providing employment services for workers, employers and training providers. Option 4 is incorrect, as the NSF is created for projects identified in the national skills development strategy as priorities or others determined by the Director-General.

**2. The sector profile is an issue to be included in a sector skills plan. Which of the following will fall under the “sector profile” section of the sector skills plan?**

1. The size of enterprises and environmental issues
2. The qualifications of people in the sector and the number of enterprises
3. The recruitment demand and changes in the skills profile of new recruits
4. A summarised description of the main providers and statistics on the training of existing employees

Correct answer

The correct answer is option 2. Refer to Workbook 05.

Option 1 is incorrect, as environmental issues fall under the section “policies and drivers of future change in the sector” of the sector skills plan. Option 3 is incorrect, as the recruitment demand and changes in the skills profile of new recruits fall under the section “employment and skills needs” of the sector skills plan. Option 4 is also incorrect, as a summarised description of the main providers and statistics on the training of existing employees falls under the section “current education and training supply for the sector” of the sector skills plan.

**3. How do organisations report to the relevant sector education and training authority (SETA) on skills development in the organisation?**

1. Learnerships
2. Annual training report (ATR)
3. Workplace skills plan (WSP)
4. Grant recovery

Correct answer

The correct answer is option 2. Refer to Workbook 06.

An ATR is used to report to the SETA on skills development. The SDF must complete and submit the ATR, listing all the interventions implemented according to the WSP. Examples of documents which must accompany the report include copies of attendance and competence certificates. Option 1 is incorrect, as a learnership is a mode of delivering a learning programme that combines work-based experience with structured learning. Option 3 is incorrect, as a WSP is a document that is approved by the relevant SETA and outlines the skills development interventions that an employer will implement to meet the training and development needs of an organisation for one year. Option 4 is incorrect, as organisations that pay their levies (1% of their payroll) receive a sizeable portion back if they meet certain requirements. This is known as a grant recovery.

**4. Unisa pays the skills development levy to the Education Training and Development Practices Sector Education and Training Authority (ETDPSETA) via the South African Revenue Service (SARS). What percentage of the money is given to the National Skills Fund?**

1. 20%
2. 50%
3. 80%
4. No money is given to the National Skills Fund

Correct answer

The correct answer is option 1. Refer to Workbook 04 and section 2.5.4 in the prescribed book.

Organisations pay their levies (1% of their payroll) to the relevant SETA via SARS. Options 2, 3 and 4 are incorrect as 20% of the money goes to the National Skills Fund and 80% goes to the SETA.

**5. Which of the following statements is a characteristic of a learnership?**

1. The learner is registered with the relevant sector education and training authority (SETA)
2. There is a learnership agreement between the learner, education provider and employer
3. The relevant SETA offers the structured learning component
4. It results in a South African Qualification Authority (SAQA) registered qualification with a minimum of 20 credits

Correct answer

The correct answer is option 2. Refer to Workbook 06 and section 2.5.3.5 in the prescribed book.

Options 1, 3 and 4 are incorrect, as learnerships are characterised by the following:

- The learner is registered with an accredited training provider
- There is a learnership agreement between the learner, education provider and employer
- A registered assessor evaluates the work experience and recognises this as contributing to the qualification
- An accredited training provider offers the structured learning component and recognises this as contributing to the qualification
- It results in a SAQA-registered qualification, with a minimum of 120 credits
- It is registered by a sector education and training authority (SETA) with the Department of Labour in the form of a learnership agreement

**6. Which one of the following areas does the Skills Development Act (SDA) focus on?**

1. Liaising with SETAs on the national skills strategy
2. Implementing the sector skills plan by establishing learnerships
3. Promoting learnerships by improving the facilitation of learning
4. Encouraging employers to promote education and training

Correct answer

The correct answer is option 4. Refer to Workbook 04 and section 2.5.3 in the prescribed book.

The SDA focuses on improving the skills and employability of employed and unemployed learners, increasing investment in education and training, encouraging employers to promote education and training, and introducing the skills development levy grant system to finance skills development. Option 1 is incorrect, as this refers to a function of the NSA. Options 2 and 3 are also incorrect, as these are functions of a SETA.

7. **Workplace skills plans (WSPs) can impact positively on a number of areas within an enterprise. Which of the following are benefits of the WSP?**
- Organisations can obtain some return on investment in terms of the levy-grant system
  - They are recognised nationally
  - Gaps and shortfalls in skills required are identified and positive ways of addressing them are devised
  - They ensure that training is relevant to the occupation and real work situation
  - Management and employees start to discuss skills requirements and training needs in the workplace and uncover talents and skills it did not know it had

Choose the correct option:

- a and b
- a, c and d
- a, c and e
- b and e

Correct answer

The correct answer is option 3. Refer to Workbook 06 and section 5.9 in the prescribed book.

Benefits of the WSP include:

- Organisations can obtain some return on investment in terms of the levy-grant system
- Gaps and shortfalls in skills required are identified and positive ways of addressing them are devised
- Management and employees start to discuss skills requirements and training needs in the workplace and uncovers talents and skills it did not know it had

Options (b) and (d) are incorrect as these are benefits of learnerships.

8. **Feel Safe is a security company which currently employs 52 staff. The total annual payroll is R9 800 000. What is the levy amount that Feel Safe has to pay in terms of the Skills Development Levies Act 9 of 1999?**
- R9 800
  - R90 800
  - R98 000
  - Feel Safe is exempt from paying the skills development levy

Correct answer

The correct answer is option 3. Refer to Workbook 04 and section 2.5.4 in the prescribed book.

Feel Safe has to pay a levy of R98 000, as the levy to be paid is 1% of the payroll of an organisation. Therefore, options 1 and 2 are incorrect. Option 4 is also incorrect, as the only categories of employers that are exempt are government agencies, enterprises with an annual payroll of less than R500 000 and fewer than 50 employees, any religious or charitable institution which is exempt from income tax and any national or provincial public entity that receives 80% or more of its funds from Parliament.

9. **First For You is an insurance company that offers products to meet the insurance needs of South Africans. With which SETA will First For You have to register?**

1. EWSETA
2. INSETA
3. FASSET
4. HWSETA

Correct answer

The correct answer is option 2. Refer to Workbook 05 and section 2.5.3.4 in the prescribed book.

Every economic sector is associated with a SETA which is approved by the Minister of Labour. SETAs work out and implement sector skills plans, promote learnerships and skills programmes and hand out funds in their sector. INSETA, is the SETA with which First For You will have to register, as it is the relevant SETA for the insurance sector. Option 1 is incorrect, as this is the SETA for energy and water. Option 3 is incorrect, as this is the SETA for the financial and accounting services sector. Option 4 is also incorrect, as this is the SETA for the health and welfare sector.

10. **The Transport Sector Education and Training Authority (TETA) has been involved in the development of a learnership in freight handling. Communication skills are an example of which component of the learnership qualification?**

1. Fundamental
2. Core
3. Elective
4. Specialised

Correct answer

The correct answer is option 1. Refer to Workbook 06 and section 2.5.3.5 in the prescribed book.

The fundamental component of a learnership qualification entails the basic educational requirements for taking part in the learnership – usually life skills, numeracy and literacy competencies and communication skills. Option 2 is incorrect, as the core component of learnerships entails the mainframe of the learning programmes (what the qualification is based on) – the core skills and knowledge required. Option 3 is incorrect, as electives are specialised areas or the application of core skills and knowledge in defined work situations. Option 4 is incorrect, as it is not one of the components of a learnership qualification.

11. **Which of the following is NOT one of the ways in which a sector education and training authority is financed?**

1. Skills development levies collected in all sectors
2. Donations
3. Moneys paid to it from the National Skills Fund (NSF)
4. Grants

Correct answer

The correct answer is option 1. Refer to Workbook 05 and section 2.5.3.4 in the prescribed book.

One of the ways that a sector education and training authority is financed is from the skills development levies collected in its sector and not from all sectors. Other ways include: the moneys paid to it from the NSF, grants, donations, and bequests made to it, income earned on services rendered in the prescribed manner, and money received from any other source.

**12. Learnerships benefit both employers and learners in many ways. Which of the following is a benefit of learnerships enjoyed by learners?**

1. Learnerships provide for improved skills and work performance
2. Learnerships help contribute to the achievement of employment equity
3. Learnerships are recognised nationally
4. Learnerships provide for an appropriately trained recruitment pool of potential employees

Correct answer

The correct answer is option 3. Refer to Workbook 06 and section 2.5.3.5 in the prescribed book.

There are many benefits of learnerships for learners. Learnerships provide for improved access to and opportunities for employment, and they are recognised nationally. Learnerships also ensure that training is relevant to an occupation and to the real work situation and that learners can develop the applied competences required in the workplace. Options 1, 2 and 4 are incorrect, as they refer to the benefits of learnerships for employers.

**13. Which of the following categories of employers is NOT exempt in terms of the Skills Development Levies Act 9 of 1999?**

1. Any religious or charitable institution which is exempt from income tax
2. Any public service employer in the national or provincial government
3. Any national or provincial public entity that receives less than 80% of its funds from Parliament
4. Any employer whose remuneration to all of its employees during the following 12-month period will not exceed R500 000 and who is not required to apply for registration in terms of the Income Tax Act

Correct answer

The correct answer is option 3. Refer to Workbook 04 and section 2.5.4 in the prescribed book.

The following categories of employers are exempt:

- Any national or provincial public entity that receives 80% or more of its funds from parliament
- Any religious or charitable institution which is exempt from income tax
- Any employer whose remuneration to all of its employees during the following 12-month period will not exceed R500 000 and who is not required to apply for registration in terms of the Income Tax Act
- Any public service employer in the national or provincial government

**14. Who is responsible for allocating grants in the prescribed manner to employers, education and training providers and workers?**

1. Sector Education and Training Authorities (SETAs)
2. National Skills Authority (NSA)
3. Skills Development Facilitator (SDF)
4. The Quality Council for Trades and Occupations (QCTO)

Correct answer

The correct answer is option 1. Refer to Workbook 05 and section 2.5.3.4 in the prescribed book.

Option 2 is incorrect, as the NSA advises the Minister of Labour on a national skills development policy and strategy, and reports on progress made with the implementation of the policy and strategy. Option 3 is incorrect, as the SDF is responsible for the development and planning of an organisation's skills development strategy for a specific period. Option 4 is incorrect, as the QCTO advises the Minister on all matters related to policy concerning occupational standards and qualifications.

**15. Which of the following is a document that is approved by the relevant sector education and training authority (SETA) and outlines the skills development interventions that an employer will implement to meet the training and development needs of an organisation for one year?**

1. Workplace skills plan
2. Human resource development (HRD) policy
3. Human resource (HR) policy
4. Budget

Correct answer

The correct answer is option 1. Refer to Workbook 06 and sections 5.9 and 2.5.3.8 in the prescribed book.

Option 2 is incorrect, as the purpose of an HRD policy is to regulate, direct and control any actions and conduct related to HRD activities in an organisation. Option 3 is incorrect, as an HR policy is a document that promotes the vision and strategic objectives of the organisation with regard to standards of excellence, terms of employment and employee development and services. Option 4 is incorrect, as a budget is a financial control instrument.

**16. SSETA is the relevant sector education and training authority for the services sector. One of the functions of SSETA is to implement its sector skills plan. Which of the following are ways in which SSETA can implement its sector skills plan?**

- a. Approving workplace skills plans
- b. Reporting to the Director-General on its income and expenditure
- c. Monitoring education and training in the sector
- d. Establishing learnerships
- e. Collecting and disbursing skills development levies in the sector

Choose the correct option:

1. a, b and c
2. a, c and d
3. b and e
4. c and e

Correct answer

The correct answer is option 2. Refer to Workbook 05 and section 2.5.3.4 in the prescribed book.

A SETA must implement its sector skills plan by: establishing learnerships, approving workplace skills plans, allocating grants in the prescribed manner to employers, education and training providers and workers, and monitoring education and training in the sector. Options (b) and (e) are incorrect as these are functions of SETAs.

**17. Which of the following statements best describes one of the functions of a Skills Development Facilitator (SDF)?**

1. He/she is responsible for implementing the sector skills plan
2. He/she is responsible for advising the employer on the implementation of the workplace skills plan (WSP)
3. He/she is responsible for assisting with employees' performance problems
4. He/she is responsible for ensuring the integrity and credibility of quality assurance

Correct answer

The correct answer is option 2. Refer to Workbook 06.



The SDF is responsible for the development and planning of an organisation's skills development strategy for a specific period. One of the areas of responsibility of an SDF is to advise the employer on the implementation of the workplace skills plan (WSP). Option 1 is incorrect, as implementing its sector skills plan is a function of a SETA. Option 3 is incorrect, as assisting with employees' performance problems is one of the roles of an education, training and development (ETD) practitioner, namely the consultant role. Option 4 is also incorrect, as ensuring the integrity and credibility of quality assurance is one of the main functions of quality councils.

**18. Super Bakers has paid its levies to the Food Beverage Manufacturing Industry Sector Education and Training Authority (FoodBevSETA) via the South African Revenue Service (SARS). Which of the following is NOT one of the ways that the FoodBevSETA is required to use the levies?**

1. Use part of the money for operational costs
2. Give part of the money to SARS for their operational costs
3. Give part of the money back to Super Bakers
4. Donate part of the money to a charitable institution

Correct answer

The correct answer is option 4. Refer to Workbook 04 and section 2.5.4 in the prescribed book.

SETAs have the biggest responsibility for administering the money collected via the levies. The SETAs are required to use part of the money for their operational costs, part of the money to give to SARS for the latter's administrative costs (a very small percentage) and part of the money to give back to the organisations that paid the levies (grant recovery). SETAs are not required to donate part of the money to a charitable institution.

**19. Which of the following are functions of sector education and training authorities (SETAs)?**

- a) To collect and disburse the skills development levies in a specific sector
- b) To register learnership agreements
- c) To oversee the further development and implementation of the National Qualifications Framework (NQF)
- d) To develop a sector skills plan within the framework of the national skills development strategy
- e) To advance the objectives of the NQF

Choose the correct option:

1. a and c
2. a, b, and d
3. c and e
4. b, d and e

Correct answer

The correct answer is option 2. Refer to Workbook 05 and section 2.5.3.4 in the prescribed book.

SETAs perform a number of functions which include collecting and disbursing skills development levies in their respective sectors, registering learnership agreements and developing a sector skills plan within the framework of the national skills development strategy. Options (c) and (e) are incorrect, as the purpose of the South African Qualifications Authority (SAQA) is to oversee the further development and implementation of the NQF, advance the objectives of the NQF and coordinate the sub-frameworks.

20. You are required to appoint a skills development facilitator at your organisation. Which of the following criteria and competencies would you consider?

- a) A good understanding of the National Qualifications Framework (NQF)
- b) The ability to apply advanced numerical concepts
- c) The capability to advise on and monitor the implementation of the workplace skills plan (WSP)
- d) Advanced negotiation skills to settle differences
- e) The capability to compile reports to the relevant sector education and training authority (SETA) on the organisation's implementation of its WSP

Choose the correct option:

- 1. a and b
- 2. b, c, and d
- 3. d and e
- 4. a, c, and e

Correct answer

The correct answer is option 4. Refer to Workbook 06 and section 2.5.3.8 in the prescribed book.

Options (b) and (d) are incorrect, as the following criteria and competencies should be considered when selecting a skills development facilitator:

- A good understanding of the NQF
- The capability to conduct a training needs analysis and develop the organisation's WSP for submission to the relevant SETA
- The capability to compile reports to the relevant SETA on the organisation's implementation of its WSP
- The capability to prepare, submit and steer the company's application for accreditation as a training and development site (if the organisation has not achieved accreditation by the relevant SETA) OR to manage the contracting out of training and development to accredited providers
- The capability to advise on and monitor implementation of the WSP, including training delivery, assessment and quality assurance as required by the relevant SETA's accreditation

### 3 CONCLUDING REMARKS

I hope that this assignment has improved your understanding of the topics involved and that you have found the feedback helpful. If you have any questions about the content of this module or about this assignment, please do not hesitate to contact me by using the contact details provided in Tutorial Letter HRD2602/101/3/2018. It is important that you not only master the theory of this module, but also that you can apply the theory when dealing with everyday problems in the field of training and development.

**Important notice regarding Assignment 03**

Please ensure that your assignment is submitted **on or before the due date**. **No extensions** can be granted. This assignment should be submitted online. You can type your assignment on any word processor and then convert it to an Adobe Acrobat (pdf) document. Assignment 03 can only be submitted as a PDF document. No other formats will be accepted. I **advise you not to wait until the day of the due date before you submit your assignments** on myUnisa, as the system might be very busy or down for routine maintenance.

Wishing you well with the completion of Assignment 03. Please feel free to contact me if you have any questions or concerns.

Kind regards

*Mrs Sumaiyah Fuad Ahmed*

LECTURER: HRD2602

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

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