



INSIDE

Tracking and Tracing of Sector-funded Intervention

02

Skills Audit Framework for the Public Service Sector

03

New Appointments: Governance Structures

06

Take a Girl Child to Work 2019

07

PSETA NEWS

IN THIS ISSUE

CEO's Desk 150 Days in Office	1
Tracking and Tracing of Sector-funded Interventions.....	2
Skills Audit Framework for the Public Service Sector	3
Review of Occupational Qualifications	6
New Appointments: Governance Structures.....	6
Take a Girl Child to Work 2019	7

EDITOR'S Note



Welcome to the first issue for the financial year 2019/20. I trust that you will find the information useful.

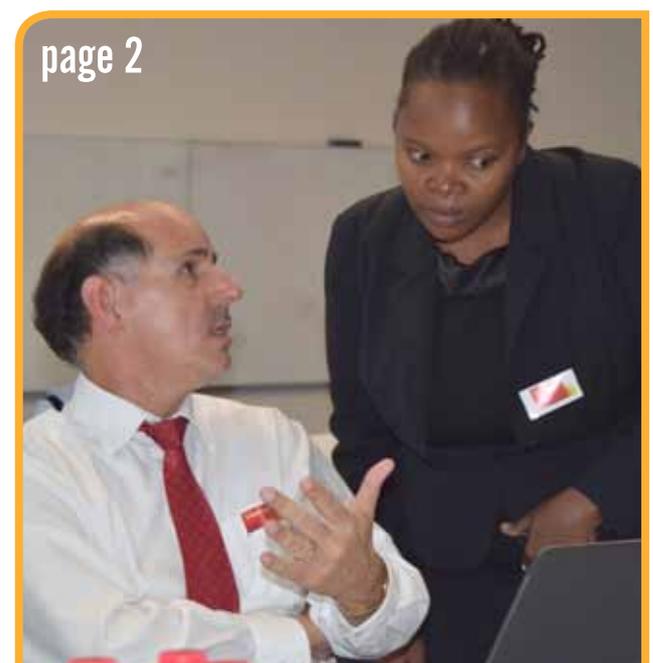
Over the past three months, we have made sheer progress, this is confirmed by the CEO's 150 Days in Office reflection; an empirical research project on tracking and tracing of learners in SETA and sector funded learning programmes; development of a Skills Audit Methodology Framework for the Public Service which will ensure a uniformed approach, standard and quality in determining the nature of skills demands and assessment of needs in the sector; and review of occupational qualifications previously developed, that commenced in June.

Our sincere gratitude goes to all our valued stakeholders who continue to make it possible for PSETA to deliver on its mandate!

If you wish to have your skills development related activities featured in this publication, please send an email to communications@pseta.org.za.

Lavhelesani Mainganye

Communication Officer (CPRP)



Tracking and Tracing of Sector-funded Interventions

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CEO's Desk 150 Days in Office



When I assumed my role as the CEO in February 2019, I made a commitment to ensure that the SETA plays its authority body role within the sector and to build and strengthen relationships with strategic partners in the sector such as the DPSA, The NSG, GPSSBC, QCTO, LGSETA, Private training providers and Training Academies. This is a challenging ambition for the team and I, simply because of the sheer size of the sector we operate in. However, the past five months could not have been a more relevant time for team PSETA to strive to achieve these goals.

I am pleased to communicate that the strategic partnership efforts have seen the light of day through the development of the skills audit framework project in partnership with the Department of Public Service and Administration (DPSA) to develop a standard skills audit framework for the sector. Another partnership effort, is the review of four

major occupational qualifications with subject matter expert such as the NSG; academics from the University of Pretoria; GPSSBC; SAQA and QCTO.

The clean audit shows that there is an improvement in the organisation in relation to good corporate governance. Now that systems are in place the difficult task ahead for team PSETA to maintain the status quo.

Looking ahead

In June 2019 PSETA management and the accounting authority set a clear strategic direction in order for PSETA to contribute towards building a capable public service that is responsive to the future needs of the public service sector. There is more that still needs to be done with special focus on priority areas namely; increasing research output for the sector, coordinating and reporting valuable training interventions implemented by government departments; improving turnaround time in awarding discretionary grants to enable implementation of training interventions; and conduct impact assessments of programmes to ensure credible training in the sector.

Importantly, I will embark on a National Roadshows to engage with you, our valued stakeholder, on key issues within the Public Service Sector. The engagement sessions will create an opportunity for input and deliberations on how the PSETA can be more responsive to stakeholder needs. The engagement sessions will create an opportunity for input and deliberations on how the PSETA can be more responsive to stakeholder needs.

Ms Bontle Lerumo

Chief Executive Officer

Stakeholders roadshows coming to your province soon

The PSETA CEO, Ms Bontle Lerumo will be embarking on National Roadshows to engage PSETA's stakeholder on Skills Development issues within the Public Service Sector.

The Roadshows are intended to afford PSETA's stakeholders an opportunity to provide inputs on how the PSETA can be more responsive to stakeholder needs through the various learning interventions and services that are aimed at building a capable and developmental public service.

Key to the engagement sessions, is to further capacitate stakeholders on PSETA Discretionary Grant (DG) process and the partnership strategy that PSETA has put together specifically to address PSETA Strategic Projects. To plan together with stakeholders in order to ensure that the PSETA Discretionary Grant system responds to the stakeholder needs.

Dates for the National Roadshows will be confirmed in due course.

Tracking and Tracing of Sector-funded Interventions



PSETA appointed Price Waterhouse & Coopers to undertake an empirical research project on tracking and tracing of learners in the following SETA and sector-funded learning programmes: Learnerships, Apprenticeships and Internships.

The objectives of the research project are:

- i) To determine the destinations of learners who have completed learnerships, internships and apprenticeships;
- ii) To understand the factors associated with employment/unemployment post Workplace-Based Learning (WBL);
- iii) To understand the intricacies of the articulation of qualifications into occupations;
- iv) To determine the nature of employment of learners who received employment;
- v) To pilot a survey of the perceptions of employers on the value of learnerships, apprenticeships and internships; and
- vi) To determine areas of improvements in the implementation and design of the WBL programmes.

The aim of the project is to understand, explore and document key features, trends, challenges and outcomes of skills interventions in the Public Service sector as well as assist in further developing a sustainable

skills development strategy for the PSETA. The primary focus of the study is to understand the outcomes of Workplace-Based Learning (WBL) through the tracking and tracing of learners supported within the Public Service sector. The research outcome is to provide the SETA with information regarding the activities of learners who have completed Learning programmes within the Public Service sector.

Tracer studies are designed to determine whether or not a programme is achieving its mission and assist in demonstrating the programme's outcomes. This includes:

- Employment status (employed, self-employed and unemployed);
- Employment and unemployment rates;
- Match between qualifications attained and occupations; and
- Nature of employment, in terms of employment sector or types of employment (e.g. formal or informal); tenure (Part time or full time, contract or permanent); salary level; benefits (UIF, pension, medical aid, allowances).

For more information on this project contact the Acting Skills Planning & Research Manager Ms Andrica Letsoalo-Fuze on email address andrical@pseta.org.za



PSETA Skills Planning & Research Team; Price Waterhouse Coopers representatives and Department of Public Service & Administration representative

Skills Audit Framework for the Public Service Sector

PSETA, in partnership with the Department of Public Service & Administration (DPSA) are conducting research aimed at developing a Skills Audit Methodology Framework for the Public Service which will ensure a uniformed approach, standard and quality in determining the nature of skills demands and assessment of needs in the Public Service sector.

The research outcome will provide the DPSA, the PSETA, departments and other stakeholders with a common framework and guidelines for the skills audits, needs assessment and the evaluation of the impact of training on workplace performance. The Framework should provide broad guidelines and principle for skills audits and identify suitable methodologies such as the HR Connect and its tools as a common methodology for skills audits. The framework will also define common nomenclatures as well as a reporting mechanism to the identified departments by the monitoring institutions, i.e. the DPSA and the PSETA.

The strategic intent of this is to promote effective human resource planning in terms of the demand for skills and training in Public Service departments. The idea is to ensure that training in the Public Service is demand-led so that the highest value for money is realised in training. In 2012, the Cabinet approved the

introduction of a skills audit methodology referred to as “HR Connect”. HR Connect is a skills audit process that was rolled out across national and provincial departments irrespective of size, location or function(s). However, reporting on these initiatives and in a format that provides a consolidated picture of the Public Service skills profile, is a glaring gap.

Workshops have been conducted across the nine provinces to introduce the project to stakeholders. To date, the high-level findings report is available. For more information on this project contact the Acting Skills Planning & Research Manager Ms Andrica Letsoalo-Fuze on email address andrical@pseta.org.za



Breakaway session during the Skills Audit Framework workshop



Mr Riaan De Conning: DD Research & Innovation at The NSG and Ms Andrica Letsoalo: PSETA Acting Skills Planning & Research Manager



Mr Zamo Khuzwayo: Chief Director HRD- Department of Public Service & Administration



Stakeholders from government departments attending the skills audit framework workshop



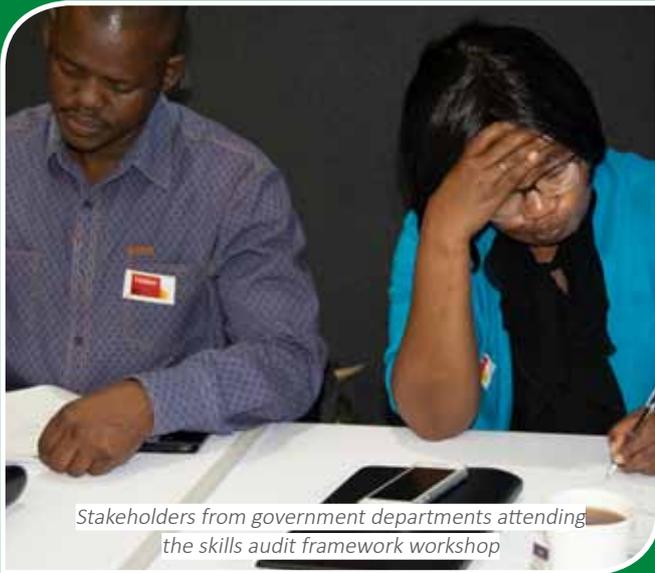
Stakeholders from government departments attending the skills audit framework workshop



Stakeholders from government departments attending the skills audit framework workshop



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Stakeholders from government departments attending the skills audit framework workshop

Review of Occupational Qualifications

by Thuladu Langa

The process of reviewing occupational qualifications previously developed is under way and commenced in June 2019. The PSETA Quality Assurance Partner (QAP) is the delegated driver to facilitate this process, looking specifically at the following qualifications:

- i) Occupational Qualification: General Manager Public Service;
- ii) Occupational Certificate: Public Service Administrator;
- iii) Occupational Qualification: Legislative Administrator; and
- iv) Occupational Qualification: Foreign Relations Administrator with the first scoping workshop conducted on 11 June 2019 for the following two (2) qualifications; Occupational Qualification: General Manager Public Service; and Occupational Certificate: Public Service Administrator.

The process is followed together with stakeholders from various platforms that are subject-matter experts in the public service sector, where they deliberate and provide valuable inputs in reviewing both qualifications and include academics from the University of Pretoria, officials from National School of Government, GPSSBC, DPSA, LGSETA, QCTO and a few training providers that were part of the development process of the qualifications, as well as the PSETA QAP staff as the Development Quality Partner (DQP) and Assessment Quality Partner (AQP).

PSETA is pleased to announce that the scoping session proved to be successful as the delegates developed and documented a curriculum for each qualification. The process to follow is to submit the documented curriculum to QCTO and ultimately to SAQA so that they could be placed on the public domain for public comments and all other stakeholders are invited to comment on the documents. Subsequent to the process of public comments, the qualifications will be submitted to QCTO for approval and to SAQA for registration.

New Appointments: Governance Structures

Appointment of the PSETA ICT Steering Committee Chairperson

PSETA is pleased to announce that Mr Mduduzi Eric Zakwe has been appointed as the new PSETA Independent Chairperson of the ICT Steering Committee, effective from 23 May 2019 until March 2020.

Mr Mduduzi Eric Zakwe joined the MICT SETA in April 2019 as Chief Executive Officer. Mduduzi is a Chartered Accountant with an MBA in IT & e-Commerce. He is certified in Applied Cyber Security with the Massachusetts Institute of Technology and is currently completing his PhD in Cyber Security Education with the University of South Africa.

Appointment of Accounting Authority Alternate Members

The following members have been appointed by the Minister of Higher Education and Training to serve as alternate members of the Accounting Authority (AA) of PSETA from 25 May 2019 until 31 March 2020 in terms of the PSETA Constitution. The roles of the alternate members of the Accounting Authority are stipulated in the PSETA Constitution section 8, clause 1(a-i).

The nomination of the alternate members is conducted in the same manner as with the nomination of the main AA members. Their term of office is aligned with the PSETA licence.

Accounting Authority Alternate Member	Constituency Represented
Ms Rachel Mable Benjamin	Organised Employer
Dr Christopher William White	Organised Employer
Ms Mapule Miriam Mashiteng	Organised Employer
Mr Jacobus Albertus Kruger	Organised Labour
Ms Phumzile Bellinah Zulu	Organised Labour
Mr Patrick Babsy Makhafane	Organised Labour
Ms Dimakatso Marry-Anne Matjee	Organised Labour
Ms Gaolape Anastacia Seokolo	Organised Labour
Mr Nkonjane Nelson Maesela	Organised Labour
Mr Mokati Samuel Moledi	Organised Community
Mr Msimelelo Nyikana	Government Department with Interest



Take a Girl Child to Work 2019

PSETA hosted twelve girl learners from Mothotlung Secondary School for the Take a Girl Child to Work initiative in partnership with Cell C, and this was the 8th year that PSETA partnered with Cell C. The aim was to afford them with exposure to the working world for a day as well as to provide an opportunity for them to consider how the career choices they make today will shape their future.

The theme “More Than A Day” reminds girl learners that they have the power to make their greatest dreams come true by believing in themselves. The identified pupils shadowed Executives and Managers at PSETA and outside PSETA with sector partners on the day. For the first time in 2019, the programme welcomed learners from Grade 8 to 12 to participate. Previously, it was only open for Grade 10 to 12 learners.



Fraud Disclosure Procedure

by Godfrey Chooka



The PSETA tip-off anonymous line of communication (hotline number, email) is now operational. Serious fraud concerns may be reported through the channels in the banner below. This is a list of what may be reported:

- Theft (unlawful and intentional removal of PSETA property with the intention to permanently deprive the PSETA of the benefit thereof);
- Fraud (unlawful making, with intent to defraud, a misrepresentation, which causes actual or which is potentially prejudicial to PSETA);
- Favouritism (the provision of services or resources according to personal affiliation (for example religious, Pals, associates) of a public servant);
- Nepotism (an official ensuring that family members or buddies are appointed to public service positions or that family members, Pals, associates receive special treatment);
- Corruption (any conduct or behaviour where a person accepts, agrees or offers any gratification for himself/herself or for another person where the purpose is to act dishonestly or illegally. Such behaviour also includes the misuse of material or information, abusing a position of authority or a breach of trust or violation of duty);
- Corruption Concealment of Material Fact (situation where the victim relies and acts on information that does not include material facts. An action for a fraud may be based on the concealment of material facts, but only if the defendant had a duty in the circumstances to disclose);
- Bribery (Giving or receiving a thing of value to influence an official act);
- Conflict of Interest (situation where an official intentionally participates in a transaction in which he/she has a personal interest or his/her close friend or relatives have an interest);
- Breach of fiduciary duty (when employees in position of trust like PSETA Managers act for their self-interest rather than the interest of the entity);
- Embezzlement (theft of resources by persons entrusted with the authority and control of such resources);
- Extortion (coercing a person or entity to provide a benefit to PSETA official or other person or an entity in exchange for acting (or failing to act) in a particular manner);
- Abuse of Power (an employee using his or her vested authority to improperly benefit another employee, person or entity (or using vested authority to improperly discriminate against another public servant, person or entity);
- Abuse of privileged information (the use of privileged information and knowledge that an official possesses as a result of his or her office to provide unfair advantage to another person or entity to obtain a benefit, or to accrue a benefit for him or herself); and
- Other irregularity (any other act that may cause actual or potential prejudice to the PSETA and/or is unlawful).

PSETA Ethics & Fraud Hotline:

- Whistleblowers can report a disclosure to the PSETA Ethics & Fraud Hotline using one of the following channels:
- Toll free telephone number = 0800202586
- Toll free fax number = 0800 202 586
- Secure email address = pseta@behonest.co.za
- Online chat = www.pseta.org.za (not active yet)

VISION
MOTTO

MISSION
VALUES

Vision

Cutting Edge Skills for Quality Public Services.

Mission

Leading in the development of skilled and competent human capital in the Public Service Sector through:

- **Effective coordination of skills development interventions based on occupationally-directed qualifications;**
- **Focusing on learning programmes; and**
- **Promoting learner placement and absorption.**

Motto

Developing and Growing People.

Value Proposition

Lead and coordinate building of a capable and skilled Public Service workforce.

Values

- **Honesty and Integrity**
- **Accountability**
- **Service Excellence**
- **Fairness and transparency**



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