

Learner-ships and Skills Programs Policy

a. Purpose

The learner-ships and Skills Programs policy is intended to govern the management of the implementation of Learner-ships and skills programmes within the **KTRC**.

b. Scope

The policy defines the KTRC's roles and processes in ensuring that contracts, partners, learners and provision are managed effectively and efficiently.

c. References

Learner-ships Regulations 3/04/2001 No 22197

d. Definition

Learner-ships: A learner-ship is a mode of delivering a learning programme that combines work-based experience with structured learning.

Skills Programme: A skills programme is an occupationally-based structured learning which leads to awarding of credits that may culminate towards qualifications.

e. Policy: Learner-ships and skills programs

Learner-ships qualifications comprise of Fundamental, Core and Elective components. The Learner-ship policy will entail the development of a Learner-ships business plan, registration of learners, implementation signing the Learner-ships agreement.

Learner-ships Business plan

- The scope and purpose of the Learner-ships
- Identify qualification to be achieved
- Clarify roles and responsibilities
- Develop curriculum
- Determine budgetary requirements
- Implement the learner-ships project

Learner-ships implementation

- Identify and recruit learners
- Select learners
- Get approval for learner subsidies and grants
- Approve quality control mechanisms

Board of Directors



- Develop a communication, marketing and outreach strategy, and
- Establish monitoring

Monitoring, evaluation and reporting:

There will be reports on problems and difficulties in implementation, and action taken by the KTRC to resolve the difficulties:

- Quarterly report from the project manager
- Evaluation of reports
- Payments of learner subsidies
- Reports to **ETDP SETA**
- Tracking and tracing of learners who have completed Learnerships
- Send learner achievements **ETDP SETA**
- Report problems to advisor
- Close the project

Signed at: _____ on this ____ day of _____ 2025

Management signature
signature

Board of Directors' representative

Board of Directors

KMr Bila S (Chairperson), Mrs Baloyi RM (Deputy Chairperson), Mr Hlungwani TS (Secretary) Mr Maluleke KP (Deputy Secretary, Mr Chauke KD (Treasurer) Ms Baloyi TQ Managing Director