



Fibre Processing & Manufacturing Sector Education and Training Authority

FUTURE PERFECT
SKILLS DEVELOPMENT

AN ISSA PRESENTATION TO THE JOINT QA, SP&R, M&E ISSAs VIRTUAL WEBINAR

7 MARCH 2024
10H00 – 12H00



Connecting

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Independent Sector Skills Advisors (ISSA)

We thank you for joining this webinar
and trust that the insights we share will
be of benefit to you and to the overall SETA



Agenda

- Welcome & Address
 - Legislative Framework
 - Our Mandate
 - Our Vision & Mission
 - Our Core Values
 - Scope of the FP&M SETA
 - Objectives of the SETA
 - Code of Conduct

- Overall Roles of the ISSAs in the SETA Environment - Dr F Yende

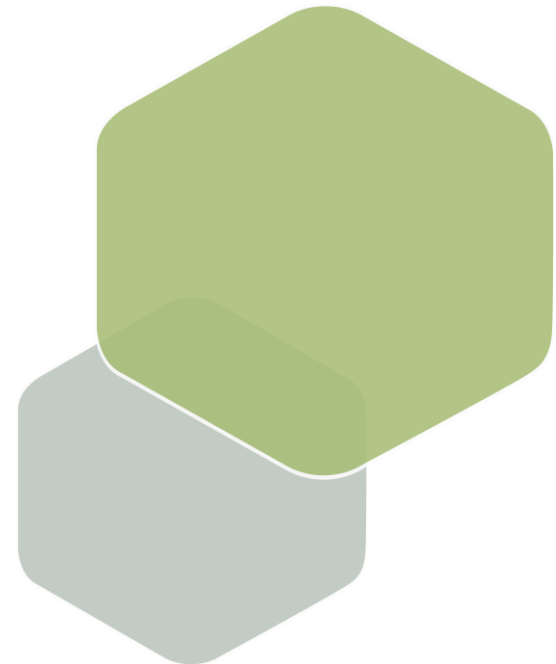
- ISSAs Role in the Different SETA Divisions Environment - Mr PK Naicker

- WSP/ATR – ISSA Capacity Building - Ms K Khosa

- Fraud / Corruption / Conflict of Interest and POPAI Awareness - Mr PK Naicker

- Question & Answer Session - Adv. Samkelo Sibiyi

- All (open to ISSAs)



WELCOME

Presented by: Dr Felleng Yende (CEO)



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Legislative Framework

- Skills Development Act, 1998 (Act No 97 of 1998) as amended
- Skills Development Amendment Act, 2008 (Act No 37 of 2008)
- Skills Development Amendment Act, 2011 (Act 26 of 2011)
- The South African Qualifications Authority Act, 1995 (Act No 58 of 1995)
- National Qualifications Framework (NQF) Act (Act-No 67 of 2008)
- The Skills Development Levies Act, 1999 (Act No 09 of 1999)
- The Public Finance Management Act, 1999 (Act No 01 of 1999) as amended)
- Treasury Regulations for departments, constitutional institutions and public entities



Our Mandate

Overarching mandate
extracted from
NSDP goals & objectives
FP&M SETA to facilitate skills
development across 13 sub-sectors



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Our Vision

“To be an innovative skills development partner supporting high-quality learning and development interventions towards global competitiveness, an inclusive economy, and decent work”

Our Mission

“To evolve as an agile and ethical institution that facilitates an efficient and effective skills development process contributing to the achievement of sector competitiveness, transformation and economic growth”



Our Core Values

<ul style="list-style-type: none"> ▪ Integrity and Honesty 	Honouring our mandate and doing what is right
<ul style="list-style-type: none"> ▪ Accountability 	Clarifying and accepting responsibility and delivering on our commitments as individuals
<ul style="list-style-type: none"> ▪ Respect 	Drive delivery with respect towards all our stakeholders, embracing openness, trust, teamwork, diversity, and relationships that are mutually beneficial
<ul style="list-style-type: none"> ▪ Service Excellence 	Strive for the best service and delivering it with pride
<ul style="list-style-type: none"> ▪ Sustainable Socio-Economic & Transformational Interventions 	Driving interventions that are meaningful and will impact positively on our communities
<ul style="list-style-type: none"> ▪ Uphold Anti-Corruption 	Guard against theft, fraud and giving or receiving bribes that are intended to have the recipient favor the briber or another person, or to reward the bribed person for such favouring



Scope of the FP&M SETA



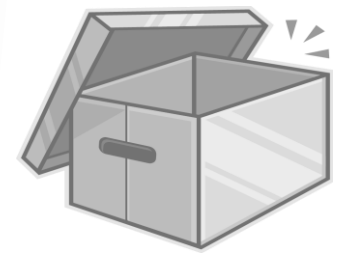
Clothing



Footwear



Forestry



Packaging



Print Media



Printing



Publishing



Furniture



General Goods



Leather



Pulp & Paper



Textiles



Wood Products



Objectives of the SETA

The general objectives of the SETA are to –

- **Facilitate, coordinate and monitor** the implementation of NSDP in the FP&M sector
- Identify skills **shortages** in the sector
- **Support the development** of the skills of employees in the sector
- **Support the improvement** of the quality of life and labour market prospects of employees in the sector
- **Strengthen the institutional capacity** of the SETA, in order to improve productivity and the quality of the services it provides to its stakeholders



Code of Conduct

- ISSA's need to avoid any conflict of interest, if such exist, they need to declare the same to the Divisional Manager, of which they are contracted with
- ISSA's must be honest and be able to keep confidential information – both of the SETA and the stakeholder that they interact with
- Once offered gifts, (those that are above R250.00 by value) ISSA's must declare the same to the FP&M SETA
- ISSA's are expected, in their 'dress code' to be presentable as representatives of the SETA



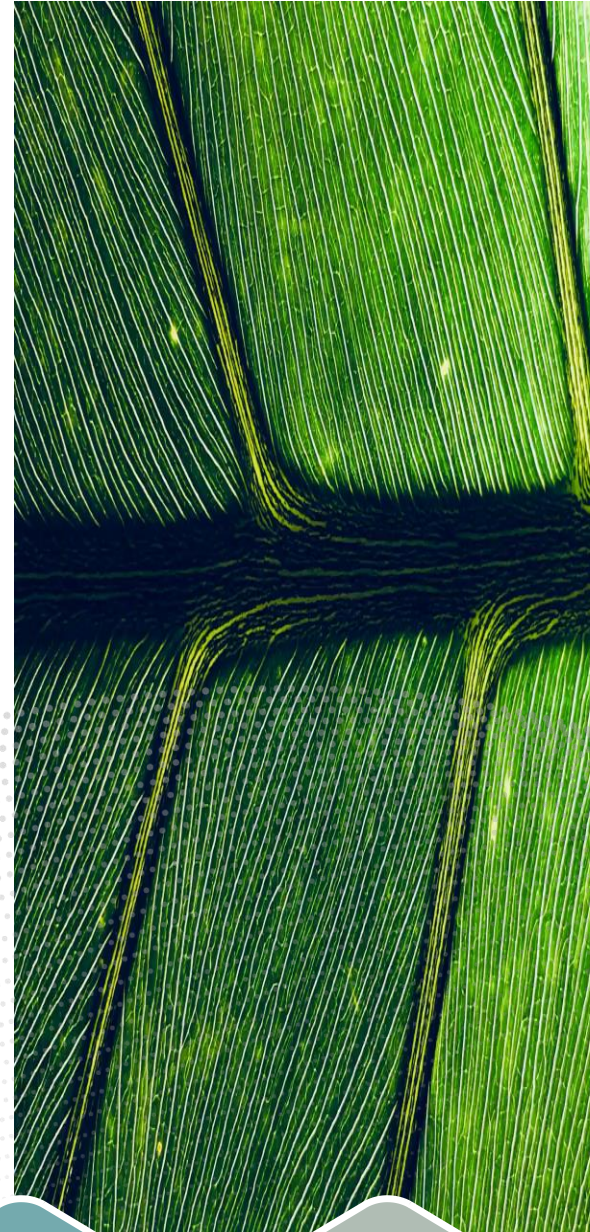
Code of Conduct

- ISSA's must be well prepared before they visit stakeholders and they must be knowledgeable of SETA processes and procedures, in particular, the portfolio of which they are contracted for
- ISSA's are to 'guide' stakeholders and always adopt a 'developmental approach' when interacting with stakeholders



THE OVERALL ROLE OF THE ISSAs IN THE FP&M SETA ENVIRONMENT

Presented by: Mr PK Naicker (GM: Research, Planning & Reporting)



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The Overall Role of ISSAs in the SETA Environment

- The FP&MSETA has taken a conscious decision to contract Independent Sector Skills Advisors-ISSA's, with the sole objective to give the SETA an objective and unbiased views of the services offered
- The contracting of the ISSA's is also meant to assist the SETA to enhance the efficiency of service delivery to our external stakeholders, i.e. companies, SDP's and by extension learners/beneficiaries
- FP&MSETA regards ISSA's as the 'Brand Ambassadors' of the of the SETA



The Overall Role of ISSAs in the SETA Environment

- The SSA's are an 'extension' of the SETA while offering services to our stakeholders on the field and are thus regarded as 'SETA staff' members. (This must be read in the context of the Independent SSA Contract)
- The SSA's are also 'bound' by the SETA Code of Conduct and Ethics
- The SSA's are 'brand ambassadors' of the SETA while offering services to our stakeholders on the field.
- The SSA's are expected to always conduct themselves professionally while offering services to our stakeholders on the field



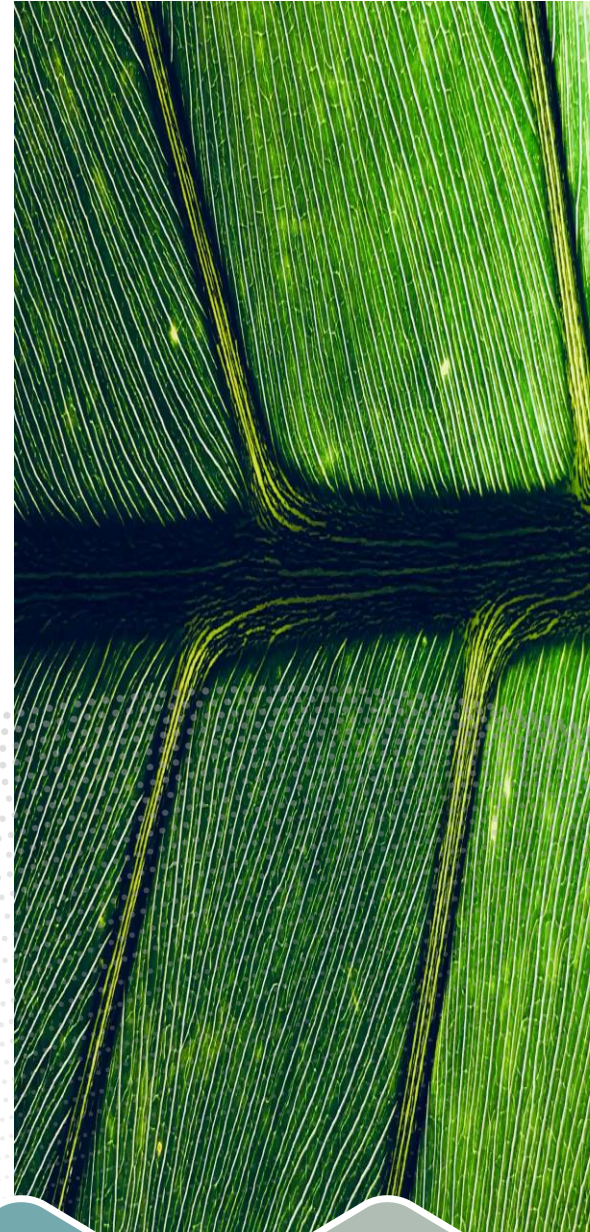
The Overall Role of ISSAs in the SETA Environment

- ISSA's are expected to 'respect' the stakeholders and to always have a positive attitude when interacting with stakeholders
- ISSA's need to be punctual and honour the appointments that they make with stakeholders, if they are unable to honour the appointment, the stakeholder must be notified timeously



THE ISSAs ROLE IN THE DIFFERENT SETA DIVISIONS ENVIRONMENT

Presented by: Ms K Khosa (M&E Manager)



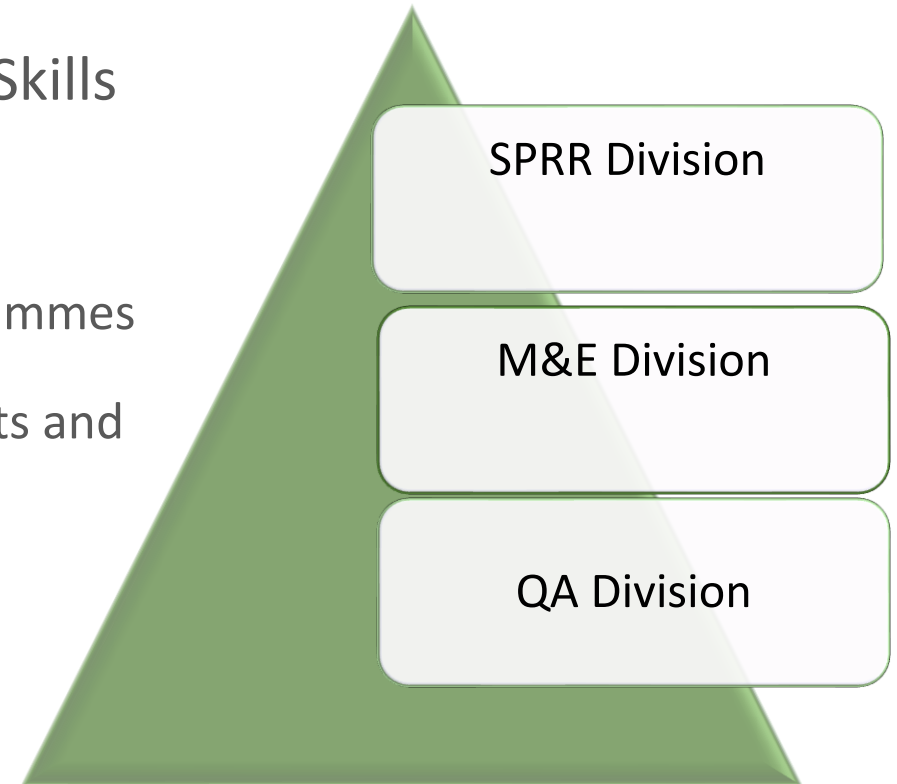
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The ISSAs Roles in the Different SETA Divisions Environment

- The FP&MSETA has contracted Independent Sector Skills Advisors in three (3) Divisions, namely -
 - **Quality Assurance** – Verification of the learning programmes
 - **Monitoring and Evaluation** – for monitoring of projects and evaluating of the Skills Development Providers
 - **Skills Planning and Reporting** – for the uploading and submission of WSP/ATR's



Key Guiding Documents

- There are Three key documents that guide ISSA operations, these include:
 - Code of Conduct
 - Integrated Independent Sector Skills Policy
 - ISSA Contract



Integrated Independent Sector Skills Policy

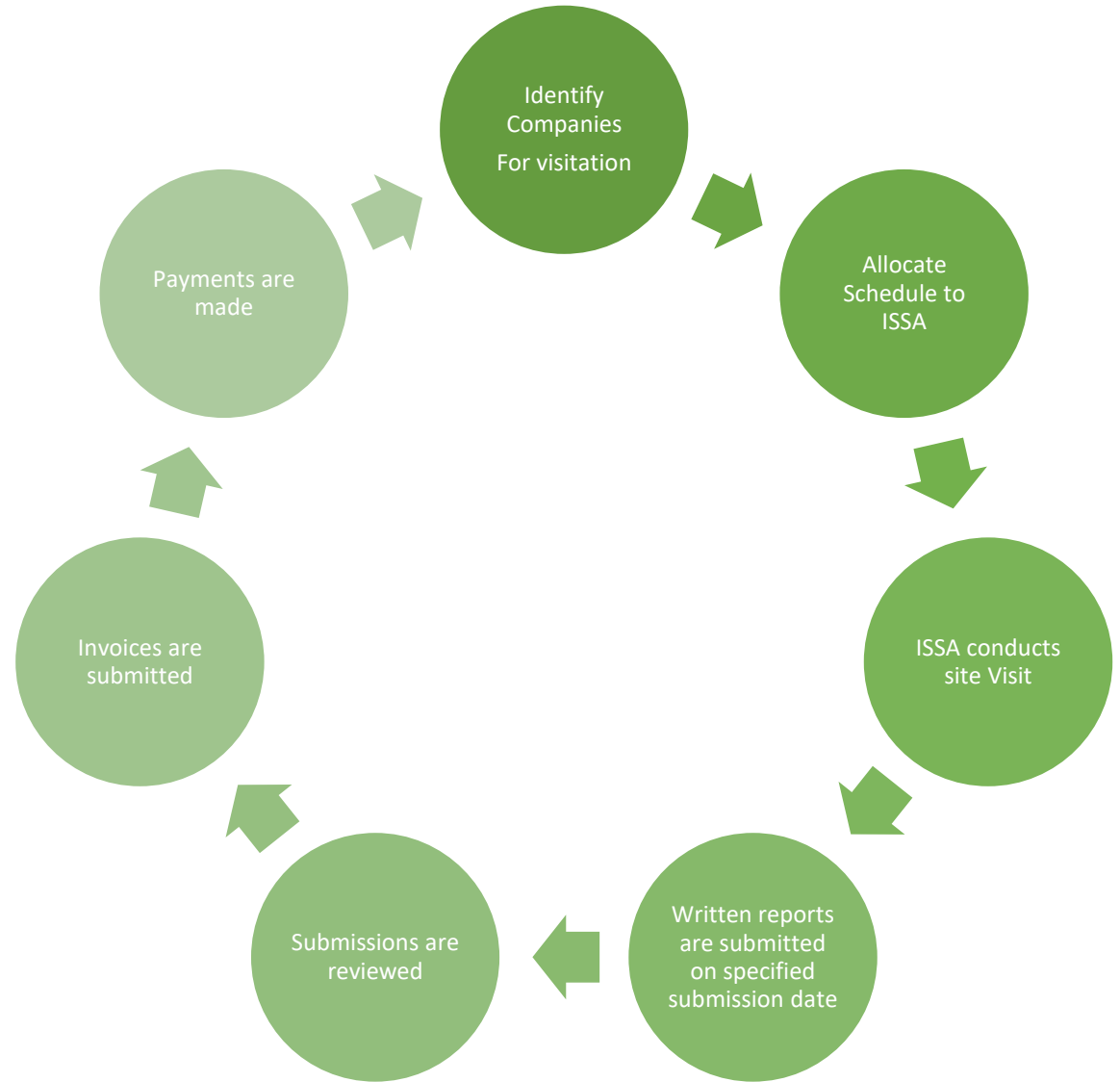
The Objectives of the Integrated Sector Skills Policy are to:

- Establish a framework within which Independent Sector Skills Advisors shall operate
- Regulate and clarify the conflict of interest within the FP&M SETA organization for all ISSA's and sets guidelines in that regard.



ISSA Contract

The duties and responsibilities of the ISSA's & the three divisions according to Section 5 of the ISSA contract



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ISSA Reporting



MONITORING AND EVALUATION – DG PROJECTS VERIFICATION CHECKLIST

Introduction

Date of the Site Visit conducted				
Name of the SETA Representative				
Name of the Organisation				
SDL/N number				
Details of Contact Person	Name & Surname			
	Designation			
	Physical Address			
	Telephone Number			
E-Mail Address				
List the approved DG numbers:	Learning Programme	Status- Active / Closed	Number of Learners	Amount signed for

Complete
 Accurate
 Reliable
 Relevant
 Timely



Indicator	YES	NO	COMMENT
1. Are there Implementation Plans for all Board approved Learning Programmes/projects?			
2. Is the Learning Programme aligned to the Board Approval?			
3. If not, has the company requested and was granted a Scope Change by the SETA?			
4. Is the Implementation Plan/s per the Course Outline/s?			
5. Are the Learners recruited for all approved projects/Learning Programmes?			
6. Are the Learner Agreements aligned to the Learning Programme/s?			
7. Are all the recruited learners registered onto the MIS?			
8. The recruited learners, are they meeting minimum entry requirement for the Learning Programme – if applicable?			
9. Has the recruited learners undergone Induction/Orientation?			
10. Is the Induction/Orientation includes the POPIA – please provide copy of the Induction/Orientation Module?			
11. Are the recruited and registered learners bona fide South Africans?			
12. Are all the learners being provided with Course Outline?			
13. Are all the learners on site/class?			
14. In case of TVET-WIL beneficiaries, is there a formal Course Outline from the TVET?			
15. In case of HET-WIL beneficiaries, is there a formal Course Outline relevant to the beneficiaries' qualification?			
16. Is there a Service Level Agreement, for unemployed learners- for their practical training – if applicable?			



Integrated Independent Sector Skills Policy

54. Has the organization/Training Provider experienced any challenges with the SETA during the process of DG application, Implementation of the project. (Verification, certification and or delayed payments)			
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(Any identified concerns and or potential risks)

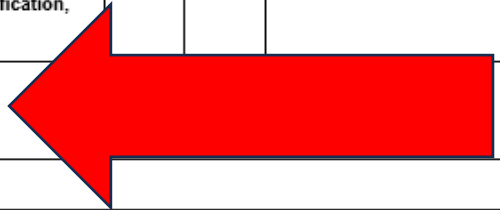
Comments:

Signature SETA Representative.....

Date.....

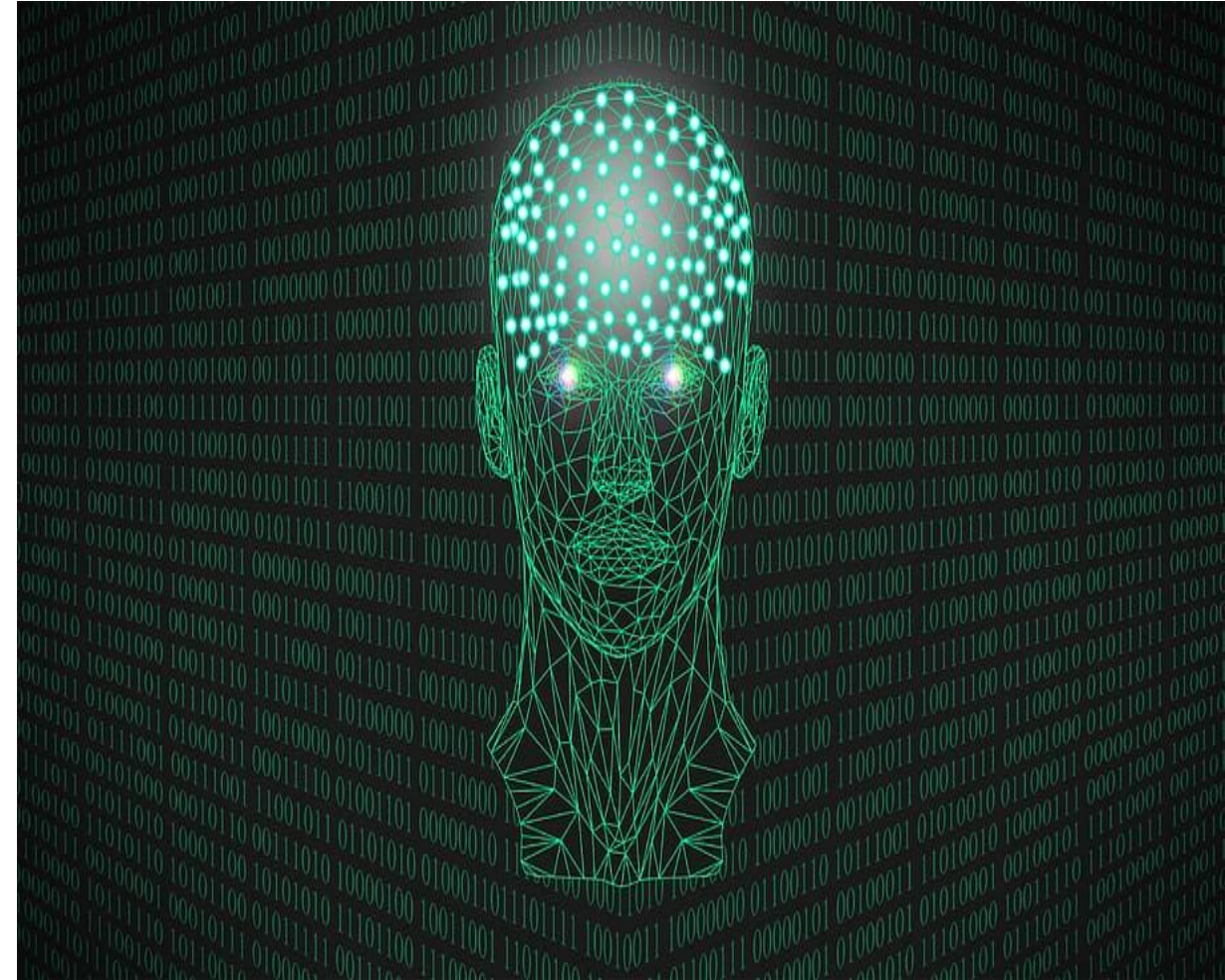
Signature Company Representative.....

Date.....



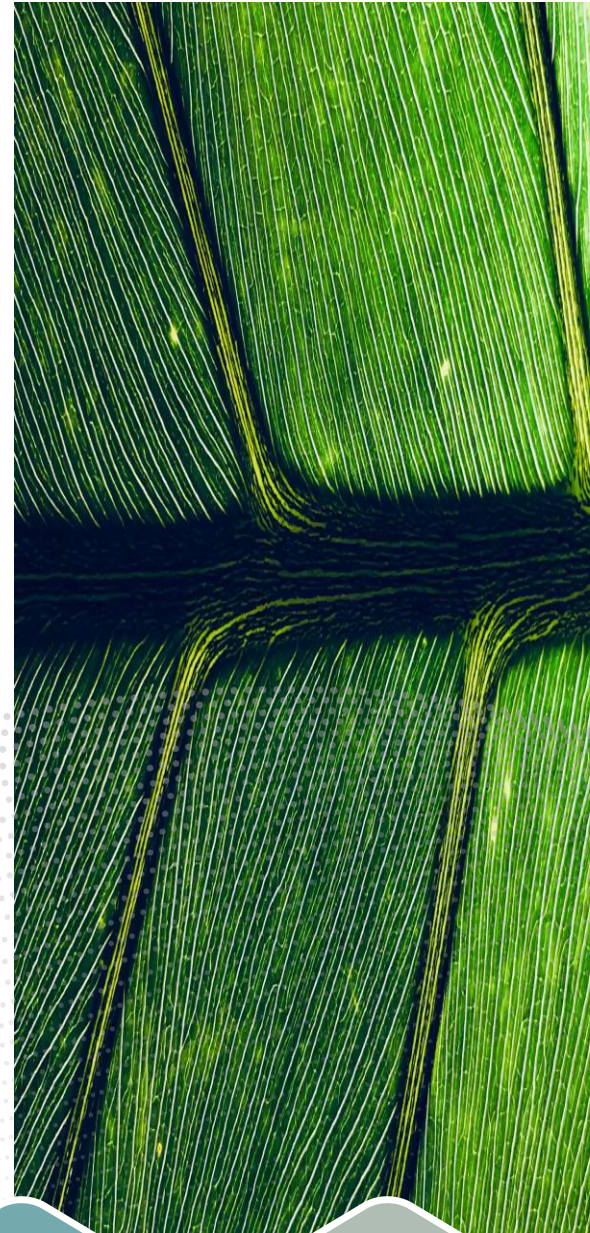
Sector Skills Intelligence

- Reliance is placed on the work of ISSA's to generate Sectoral Skills Intelligence therefore the following is paramount:
 - Quality Reports with detailed & relevant comments
 - Identification of Risks



WSP/ATR – ISSA CAPACITY BUILDING SESSIONS

Presented by: Mr PK Naicker



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Capacity Building Weekly Sessions

PLEASE NOTE: THESE TIME SLOTS WILL BE CHANGING – WE WILL COMMUNICATE CHANGES

Register Now

[Click here](#) for the registration form



MG&DG
(Mandatory Grant & Discretionary Grant)

WEEKLY SESSIONS
(EVERY THURSDAY)
9H00 - 12H00

Closing Date 25 Apr 2024



QTCO
(Quality Council for Trade & Occupations)

WEEKLY SESSIONS
(EVERY THURSDAY)
13H00 - 15H00



LMIS
(Learner Management Information System)

WEEKLY SESSIONS
(EVERY THURSDAY)
10H00 - 12H00



MG & DG

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fp&m seta
 The Training & Skills Development Sector Skills Councils and Skills Authority
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 SKILLS DEVELOPMENT

MG & DG

(Mandatory Grant & Discretionary Grant)

Closing date 25 April

WEEKLY SESSIONS EVERY THURSDAY 9h00 - 12h00

Clothing Footwear Forestry Furniture General Goods Leather Packaging Printing Print Media Publishing Pulp and Paper Textiles Wood Products



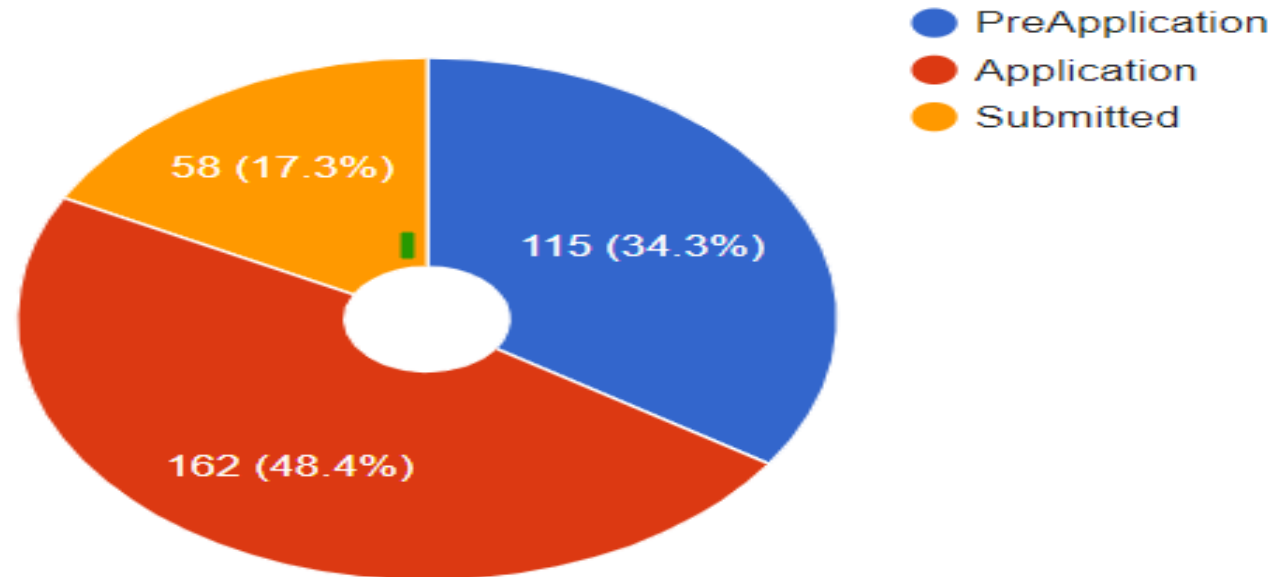
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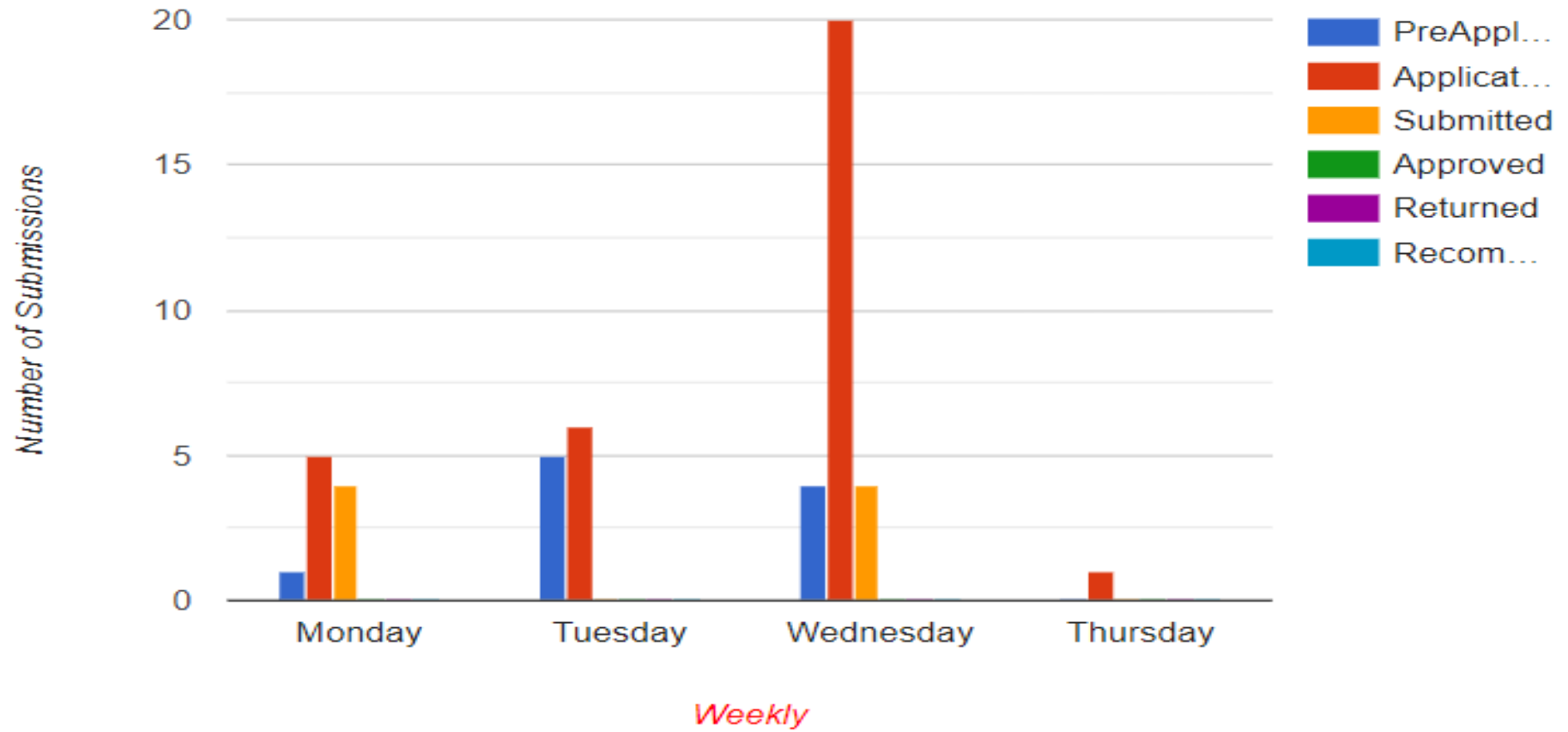
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Mandatory Grants - WSP and ATR submissions

2024 WSP Submission By Numbers - Total Submissions : 335



Weekly WSP and ATR Submission By Status



Weekly



Mandatory Grant Targets 2024-25

Size of Companies	Targets
Small Companies	605
Medium Firms	405
Large Firms	345
Total	1355



LMIS

- FP&MSETA has embarked on 'Total Digitalization' of the SETA operations (some aspects have already started) and this would also impact on the ISSA's operations. Services would be mainly on-line through the LMIS
- The SETA has taken a concerted effort to ensure that all ISSA's are provided with the SETA's e-mail address, so that there is no confusion and or doubt once communicating with stakeholders.
- Please ensure that you use your SETA provided e-mail once you are communicating with stakeholders



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LMIS

- Weekly sessions on the capturing of learners on the system for registration
- Upload of supporting evidence
- Application of assessor and moderators

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LMIS

(Learner Management Information System)

WEEKLY SESSIONS EVERY THURSDAY 10h00 – 12h00

Clothing Footwear Forestry Furniture General Goods Leather Packaging Printing Print Media Publishing Pulp and Paper Textiles Wood Products



QCTO

- Historically Registered Qualifications: 38
- Registration end date of historical qualifications: 30/06/2023
- Last date for enrollment of learners: 30/06/2024
- Last date for Achievement: 30/06/2027

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QCTO

(Quality Council for Trade & Occupations)

WEEKLY SESSIONS
 EVERY THURSDAY
 13h00 – 15h00



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- Historical Qualifications – Important Dates
- Occupational Qualifications – Enrolment date
- QCTO Accreditation – SDP, Assessment Centre
- FP&M Seta Registration of Workplaces
- NAMB Trade test Centre accreditation
- Registration and certification of learners



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FRAUD / CORRUPTION / CONFLICT OF INTEREST & POPIA AWARENESS FOR ISSAs

Presented by: Adv Samkelo Sibiyi



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What is Fraud?



- **Fraud is defined as:**
Intentional act or omission designed to deceive others, resulting in the victim suffering a loss and or the perpetrator achieving a gain.
- **The elements of fraud are:**
 - ✓ A representation about a material fact
 - ✓ Which is false
 - ✓ And made intentionally, knowingly, or recklessly
 - ✓ Which is believed
 - ✓ And acted upon by the victim
 - ✓ To the victim's damage

Policy Statement and Strategy

- Fraud represents a significant potential risk to the FP&M SETA's assets, service delivery and reputation.
- The FP&M SETA holds a ZERO TOLERANCE approach towards fraud and corruption hence the strategy to implement Preventive Controls and governance processes in ensuring that fraud and corruption is effectively monitored and reported on.
- All incidents and reasonable suspicious thereof, are verified and investigated and;
- Where appropriate, legal recourse to the full extent of the law is taken against perpetrators that amongst others includes;
 - ✓ Disciplinary Action (Contractual breach - **Clause 4.1.4** read with **4.1.2** fraudulent reports)
 - ✓ Institution of Criminal proceedings
 - ✓ Recovery of Losses and/or
 - ✓ Civil Litigation.



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Fraud Prevention Method

Example of fraud

The Independent Sector Skills Advisor submits falsified and or fraudulent

Reports and or financial claims
(4.1.2 – breach of contract)



- SETA's Code of Conduct acts as a guideline to employees including independent contractors of the FP&M SETA as to what is expected of them from an ethical point of view, both in their individual conduct and in their relationship with other people.
- Compliance with the Code of Conduct will enhance professionalism and help to ensure public and employer confidence in the dealings and purposes of the FP&M SETA.
- Possibly the best fraud prevention control is a vigilant and dedicated workforce, including independent contractors.



Whistle Blowers

A Whistleblower is any individual who provides the right information to the right people. Stated differently, lawful whistleblowing occurs when an individual provides information that they reasonably believe evidences wrongdoing to an authorized recipient.

- Early disclosure of wrongdoing or the risk of wrongdoing can protect human rights, help preserve the rule of law and also protect FP&M SETA's assets and avoid having adverse findings.
- Blowing the whistle is more formally known as 'making a disclosure in the public interest'. It's important you can do so knowing that you are protected from losing your job and/or being victimized as a result of what you have uncovered and made a disclosure on.



Reporting Fraud and Corruption



- Any individual who is/ is not an employee, including independent contractors of the FP&M SETA is greatly encouraged to report any suspicious or knowledge of any irregularity.
- **Internal or external stakeholders**, including independent contractors (**may report to ONE of the following structures/offices**):
- Such reporting is to be made to the:
 - ✓ Fraud Hot line (alternately to);
 - ✓ FP&M SETA's CEO (alternately to);
 - ✓ Chairperson of the FP&M SETA Board (alternately to);
 - ✓ Audit Committee.

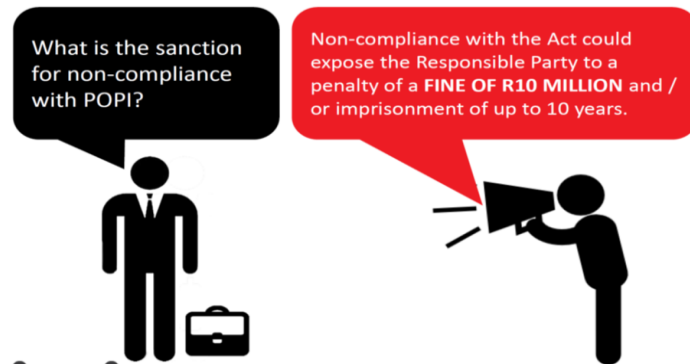


POPI Act / POPIA



Consequences of Non-Compliance with the Act

Minor Offences & Penalties



You can be liable for a fine up to **R1 million or 1 year in jail.**

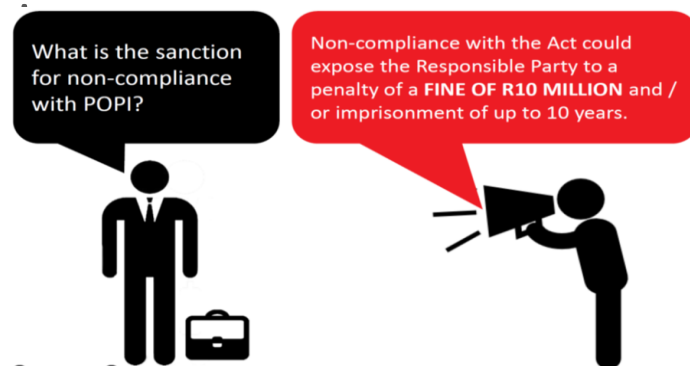
If you commit a minor POPIA offence such as:

- Fail to get prior authorization from the regulator if you need to (Section 59 of the Act) If a person acting for (or under the direction of) the regulator does not keep personal information confidential (Section 101 of the Act)
- Obstruct a person executing a warrant or fail to give assistance to the person (Section 102 of the Act)
- Make a statement knowing it to be false (or recklessly) (Section 103(2) of the Act)
- Fail to give evidence when summonsed to do so by the regulator (Section 104(1) of the Act)



Consequences of Non-Compliance with the Act

Serious Offences & Penalties



You can be liable for a fine up to **R10 million** or **10 years in jail**.

Remember that “or” includes “and” and so you could face both penalties. If you commit a serious POPIA offence such as:

- Obstruct the regulator (Section 100 of the Act)
- Fail to comply with an enforcement notice (Section 103(1) of the Act)
- Give false evidence before the regulator under oath (Section 104(2) of the Act)
- Fail to comply with the conditions when processing account numbers (Section 105(1) of the Act)
- Knowingly or recklessly obtain or disclose an account number (Section 106(1) of the Act)
- Sell (or offer to sell) an account number (Section 106(3) and (4) of the Act)

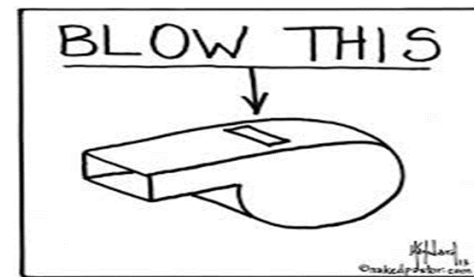




We can give you ABSOLUTE ASSURANCE that if you are busy committing fraud & corruption, you will be caught one day, avoid any dealing that will result in a Contractual Breach as stated in Clause 4.1.4 of your contract, rather

DO, THE RIGHT THING

&



QUESTIONS & ANSWERS



Kindly raise your hand and wait for the host to call on you



THANK YOU

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