

Marius Paulse & Maritjie Cornelissen
2014

Management Improvement Plan Learnership Programme (FET)

Western Cape Department of Agriculture

Western Cape
Government



TITLE
MANAGEMENT IMPROVEMENT PLAN

1. MANAGEMENT RESPONSE ON RECOMMENDATIONS

Recommendation	Record of agreement or disagreement	Reasons for disagreement
Lack of needs assessment	Agreed - can be improved	
Lack of partnership building with industry	Agreed - can be improved	
Industry not aware of skills training programme	Agreed - can be improved	
2 Limited access to student data	Agreed	
3 Course modules should be better aligned with seasonal requirements	Agreed - can be improved	
4 Need for better marketing (to both potential learners as well as farmers / employers)	Agreed - can be improved	
5 Sometimes the programme does not offer the skills required by industry	Agreed - can be improved	
	Agreed	
All centres not equally equipped	Agreed	
	Agreed	
6 Selection criteria allows for learners not really interested to be accepted	Agreed - can be improved	
7 Achievement: articulation process	Agreed	

2. IMPROVEMENT OBJECTIVES

Recommendation 1	Lack of partnership building with industry
Recommendation 2	Industry is not aware of the skills training programme
Recommendation 3	Need for better marketing (to both potential learners as well as farmers / employers)
Recommendation 1	Limited access to credible and updated student information
Improvement Objective 2:	Implement improved Management Information System
Recommendation 1	Course modules should be better aligned with seasonal requirements
Improvement Objective 3:	Adjust and enhance scheduling and implementation of learnership programme
Recommendation 1	Lack of needs assessment
Recommendation 2	Sometimes the programme does not offer the skills required by industry
Improvement Objective 4:	Improve needs assessments
Recommendation 1	Most time spent in class
Recommendation 2	All centres not equally equipped
Improvement Objective 5:	Improve practical facilities and practical training of students – implement work-integrated-learning (WIL)
Recommendation 1	Selection criteria allows for learners not really interested in agriculture to be accepted
Improvement Objective 6:	Review selection policy and selection criteria
Recommendation 1	Articulation process – Great Achievement
Improvement Objective 7:	Improve and maintain articulation process

Improvement Objective 2:		Implement Improved Management Information System (MIS)							
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress		
2.1	URGENT	2.1.1 Needs assessment and determination of specifications	Compile specifications	Mr M Bonze	Sept 2014	R 1.2m	Done		
2.2	URGENT	2.2.1 Capture transaction on IPS	Captured transaction on IPS	Mrs G Blacai	Sept 2014		Done		
2.3	URGENT	2.3.1 Collate all relevant documents and complete log 1 according to specifications	Completed Log 1 with relevant documents attached	Mrs G Blacai	Sept 2014		Done		
2.4	URGENT	2.4.1 Adjudicate service provider on IPS	Service provider appointed	Mrs G Blacai/M Bonze	Oct 2014		Done		
2.5	URGENT	2.5.1 Place order at Service provider	Service Level Agreement	Mrs G Blacai	November 2014		Done		
2.6	URGENT	2.6.1 Develop MIS	New and approved MIS	M Bonze / M Pause	September 2015	R 1.2m	System in process of development		
2.7	URGENT	2.7.1 Arrange training for all relevant role players	Trained staff – equipped to use MIS effectively	M Pause/ M Bonze	As per progress		In process		

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2.1	URGENT	2.1.1	Needs assessment and determination of specifications	Mr M Bonze	Sept 2014	R 1.2m	Done	
2.2	URGENT	2.2.1	Capture transaction on IPS	Mrs G Blacai	Sept 2014		Done	
2.3	URGENT	2.3.1	Collate all relevant documents and complete log 1 according to specifications	Mrs G Blacai	Sept 2014		Done	
2.4	URGENT	2.4.1	Adjudicate service provider on IPS	Mrs G Blacai/M Bonze	Oct 2014		Done	
2.5	URGENT	2.5.1	Place order at Service provider	Mrs G Blacai	November 2014		Done	
2.6	URGENT	2.6.1	Develop MIS	M Bonze / M Poulse	September 2015	R 1.2m	System in process of development	
2.7	URGENT	2.7.1	Arrange training for all relevant role players	M Poulse/ M Bonze	As per progress		In process	

Improvement Objective 3:		Adjust and Enhance scheduling and implementation of learnership programme						
Output	Priority	Activity		Deliverable	Person	Deadline	Budget available	Progress
3.1	HIGH	3.1.1	Align training schedules with seasonal on-farm activities	Reviewed training schedules	M Cornelissen	December 2014	Voted funds	Done
		3.1.1	Review practical training of students	Application of work-integrated-learning				
3.2	HIGH	3.2.1	Compilation of POE by student and signed off by employer	Seasonal aligned POE (exposure to student)	M Cornelissen	Ongoing	Voted funds	Done
		3.3.1	Engage with different commodity groups	Improved relationship with Industry partners				
3.3	HIGH	3.3.2	Direct engagement with potential employers		M Cornelissen / M Pause	Ongoing	Voted funds	Ongoing Process / Partnerships established with host employers
			Strategic partnerships with industry					

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Improvement Objective 4:		Improve needs assessments						
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress	
4.1 Training Needs Analysis workshops	HIGH	4.1.1 Continue with regional training needs assessment workshops	Schedule of industry training needs	M Cornelissen	Ongoing	Vote funds	Continuous process	
4.2 Feedback from employers/host farms on Learnership programme	HIGH	4.2.1 Distribute questionnaires to participating and potential employers and hosts of Learnership students	Feedback from employers and hosts	M Cornelissen	November 2014 and then annually	Voted funds	Next event scheduled for 2018	
4.3 Regional training advisory committees	MEDIUM	4.3.1 Establish regional training advisory committees	Improved relationship with industry. Regular feedback on Learnership programme and skills development programme in general.	M Cornelissen / M Pause	31 March 2015	Voted funds	In process to launch the first regional training advisory committee in Overberg	

Improvement Objective 5:		Improve practical facilities and exposure of students to practical experience / WIL						
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress	
5.1 Amended Learnership programme	HIGH	5.1.1 Implement an amended pilot learnership programme	Improved practical exposure / Work integrated learning (hence per season)	M Cornelissen	December 2014	Voted funds	Done. Approach changed. Learnership Programme currently based on one month theory and one month workplace experience on a farm	
5.2 Portfolio of Evidence in line with seasonal requirements	HIGH	5.2.1 Compilation of POE by student and signed off by employer	Seasonal aligned POE (exposure to student)	M Cornelissen	Ongoing	Voted funds	Ongoing process	
5.3 Signed MOU with hosts	URGENT	5.3.1 Compile MOU between College and farmer/ industry	Formal agreements with industry	M Cornelissen / R Wentzel	January 2015	Voted funds	Done (annually)	

Improvement Objective 6:		Review selection policy and selection criteria						
Output	Priority	Activity		Deliverable	Person	Deadline	Budget available	Progress
6.1 Revised SOP w.r.t selection policy and selection criteria	URGENT	6.1.1	Consider comments and recommendations in Learnership assessment report	Revised SOP and selection policy	M Cornelissen	November 2014	Voted Funds	Done
		6.1.2	Staff workshop					
		6.1.3	Review SOP and selection policy					
6.2 Revised Learnership marketing material	HIGH	6.2.1	Amend information sheets and brochures to reflect adjustments	Revised information and marketing material	M Cornelissen	January 2015	Voted funds	Done

Improvement Objective 7:		Improve and maintain articulation process						
Output	Priority	Activity	Deliverable	Person	Deadline	Budget available	Progress	
7.1	HIGH	7.1.1	Enhance learnership teaching methods	Well educated and knowledgeable student with potential to articulate	M Cornelissen/ J Aries	On-going	Voted funds	On-going

4. COMMUNICATION PLAN


Target audience	Message	Purpose	Media vehicle	Deadline	Person	Budget available	Progress
Decision makers	Review of Learnership programme	To inform on improvements made to Learnership programme	Management and Top Management meetings; APP; Annual Report; Newsletter	Ongoing process	M Pause	Voted funds	Ongoing process
People in the Department	Achievements of Learnership programmes	To inform colleagues of progress with and success of Learnership programme and improvements implemented	Newsletter; meetings; Executive summary.	Ongoing process	M Cornelissen/ M Pause	Voted funds	Ongoing process
Stakeholder clients	Achievements of Learnership programmes	To inform stakeholders of progress with and success of Learnership programme and improvements implemented	Newsletter; website; articles	Ongoing process	M Cornelissen / A Saaiman	Voted funds	Ongoing process
Other departments							

Target audience	Message	Purpose	Media vehicle	Deadline	Person	Budget available	Progress
General public	Achievements of Learnership programmes	To inform stakeholders of progress with and success of Learnership programme and improvements implemented	Newsletter; website; articles	Ongoing process	M Cornelissen / A Sadiman	Voted funds	In process
Academic environment	Achievements of Learnership programmes	To inform stakeholders of progress with and success of Learnership programme and improvements implemented	Human Capital meetings; Assessment report	Ongoing process	M Pause / M Cornelissen	Voted funds	In process
Other							
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5. SIGNOFF

It is recommended that this Management Improvement Plan is implemented

MS L SCHURMAN
CHIEF DIRECTOR: STRUCTURED AGRICULTURAL
EDUCATION AND TRAINING



11 April 2018
DATE

MIR DW JACOBS
DEPUTY DIRECTOR GENERAL: AGRICULTURAL
DEVELOPMENT AND SUPPORT SERVICES

~~RECOMMENDATION SUPPORTED / NOT SUPPORTED~~
It has been updated and managed by staff through hour created.

12/4/2018
DATE

MS JS ISAACS
HEAD OF DEPARTMENT

~~APPROVED / NOT APPROVED~~
as per previous comment above.

13/4/2018
DATE