WITS PROGRAMMES 2022/3 FUNDED PROGRAMMES FAQ

To assist interested parties, the following information is provided to guide considerations for application to participate in the 2022/3 funded programmes.

COMPANY QUALIFYING CRITERIA

What is an SMME?

As defined by regulation, an SMME is an entity with 250 or less employees and an annual turnover of less than R85 million.

What proof do I need to provide of my SMME status?

BBBEE certificate or an affidavit signed by accountant/auditor confirming the company's turnover is less than R85 million and therefore qualifies as an SMME.

Corporates and holding groups with SMME entities can apply for qualifying entities. In these circumstances a validation of turnover falling below the threshold for qualifying entities would need to be provided by the accountant/auditor.

What company documentation is required?

CIPC registration certificate or, in the case of a Sole Proprietor or Trust, proof of registration with SARS.

Can non-SMME organisations participate?

Yes, providing the company is operating within recruitment and staffing sector and is a levy-payer to the Services SETA. It should be noted that space is limited for non SMME participants. Preference will be given to qualifying SMME entries.

How do I show Services SETA registration?

Your business must be paying skills development levies to the Services SETA and have a SIC code classification which falls within the Services SETA, as illustrated on your SARS documentation.

If you are exempt from paying skills development levies, your SARS documentation should still indicate your business activity and that you operate within one of the Services SETA SIC code classifications.

Do I have to be registered in the Labour Recruitment Chamber specifically?

No. You may be registered as "general consulting" (88141) with the Services SETA, for example, but offer recruitment services, and this would qualify.

You must be registered within the Services SETA and offer recruitment/staffing services as part of your service offering. The following SIC codes are targeted: 88910 / 88916 / 88917 / 88918

INDIVIDUAL QUALIFYING CRITERIA

Can a non-South African participate?

Yes, providing they hold a South African ID number, e.g.: as a permanent resident. Foreign Nationals who do not hold an ID cannot be funded by the Services SETA but could opt to register and pay for themselves.

What do I do if I can't find my Matric certificate?

The requirement from the Services SETA is to produce a certified Matric certificate if you are participating in the BMP. As an interim measure, given the short timeframes we recommend applying for your replacement certificate now and submitting an Affidavit including your full name (and maiden name where applicable), ID number, name of the school you attended, and the year you matriculated (passed) with your application docs. If possible, consider supplementing with a report (confirming Matric) from a verification agency. If you are applying for the MDP, a Matric certificate is not required, rather your highest qualification (see below).

What qualification will qualify me to participate in the MDP (aligned NQF L7) programme?

The requirement from Wits is that the individual holds at least an NQF L5 (or equivalent) certificate. This does not have to be within the recruitment field. It is your responsibility to check that the qualification is recognized and NQF level 5 aligned. A certified copy of the qualification/certificate is required to be provided.

What qualifies as recruitment experience?

These programmes are not intended to teach someone how to recruit. Participants on this course are expected to have a full working knowledge of recruitment/staffing fundamentals as this embedded knowledge is essential for successful participation and completion of the programme.

Ideally participants should be actively recruiting, working as a staffing consultant, or managing within a recruitment/staffing business. Individuals should be actively involved in recruitment or the operational processes, e.g.: recruitment administrator, IR consultant, site supervisor, etc.

I did the BMP before can I register for the MDP?

Yes. Permission has been granted for individuals who previously achieved their BMP certification in 2018 or 2019, to enroll for the MDP as a funded participant. Please note that individuals must meet the qualifying entry criteria for consideration.

Individuals who participated in the most recent funded programme (2021) are expressly excluded from re-applying in this intake.

Can I elect to participate as a PAYING delegate?

Should individuals or companies wish to register and participate you can do so by applying directly with WITS and paying the appropriate fee. Individual entry criteria for the respective programmes apply.

Cost for Programmes:

Business Management Programme is R25 000 ex VAT

Management Development Programme is R28 000 ex VAT.

For more information about this, please email wits@capes.org.za

PROGRAMME INFORMATION

How should I choose between BMP and MDP?

Other than the specific entry requirements differences, the BMP is more operationally focused and perfect for those who are "running a desk". The MDP offers a more strategic view and is ideal for business owners, branch managers, or senior, experienced recruiters or site managers. For more details about the respective courses, please click below:

- Business Management Programme (BMP)
- Management Development Programme (MDP)

What are the programme dates?

Two tranche allocations will be run, with multiple classes for each programme BMP and MDP (approx. 30 per group) scheduled per tranche. First tranche begins lectures end August 2022.

A calendar is available and will be provided to individuals at the start of the programme to enable effective planning.

How much time will I need to give to this programme?

Whilst consideration has been given to time away from desk, as a registered skills programme there is a requirement to meet notional hours made up primarily in lecture sessions.

Full-day (08h30 – 16h00) lectures take place for each module – one, or two days, depending on the module. However, no more than two days will be required in any given month.

An assignment per module will also be required to be submitted within the deadline, and this work is expected to be done in your own time. Sufficient time is provided, we believe, to enable participants to manage work, family, and programme commitments. Attendance at lectures is non-negotiable.

Do I need to write an exam?

No, there is no final examination. Assessments are conducted throughout the programme and include Active Class Learning (30% of total module mark) and submission of an Assignment (70% of total mark) per module. Attendance of lectures is non-negotiable as active learning, including peer engagement and syndicated work is key, and this contributes a significant portion of the assessment. All modules must be passed to successfully complete programme.

Will I get a certificate?

Yes, if you successfully pass (50% minimum on all modules) you will receive a certificate from Wits. This will be presented at the graduation ceremonies held at the end of the programme.

Do I get credits for completing the programme?

Although the skills programmes are registered with CHE and are unit-standard aligned, they are not credit-bearing.

Can we claim participants on this course as part of our BBBEE skills development spend?

No, unfortunately not. As a fully-funded programme, this skills development programme cannot be claimed under BBBEE skills development category.

Are there any cost implications?

The programmes are fully funded by the Services SETA so the only cost would be your commitment and time investment.

TECHNICAL ELEMENTS

What equipment is required?

Participants should have access to a laptop that is Internet enabled and which has both microphone and camera capabilities. Participants are expected to attend lectures (be present on camera) and to actively participate in discussion, group work, etc.

What is the connectivity requirement?

Participants will need access to Internet to take part in the virtual lectures, and to access resources and conduct research for completion of assignments. To assist, participants have the option of taking up the funded 10G per month mobile data dongle.

How will virtual sessions take place?

Virtual sessions are run via Zoom platform. No paid-for account is necessary to use Zoom as a participant/attendee.

Digital literacy required?

Participants are expected to complete their individual, group, and syndicate work utilising the Microsoft Office Suite and proficiency with MS Word and MS PowerPoint are required, at least a basic level.

What support will be offered?

The Project Office will assist with technical elements, before and during the lectures to assist participants in the process of accessing Zoom etc.

An orientation session, as part of Module 1, will cover some of the technical functionality in Zoom that will aid participants in more fully interacting in class. In addition, tips will be shared to utilise functionality within MS Office for referencing and other formatting requirements for completion of assignments.

REGISTRATION FOR THE PROGRAMME

How do I register?

Registration is online where you will be asked to capture details and upload the required documents. Please follow the instructions provided to ensure that all documentation meets the SSETA requirements and does not hold up your enrolment.

When do I have to register by?

Applications should be made ASAP to meet the tight deadlines set by SSETA.

Please note that you need to **complete the application form online and submit all documents by Wednesday 3 August 2022**.

Who can I reach out to if I have questions?

Queries can be addressed to the Project Office via email wits@capes.org.za