



Learnership Programmes 2020

Developing skills for real work experience.

SELECTONE LEARNERSHIP PROGRAMMES

Learnerships are fast becoming a popular way to penetrate the labour market through developing skills and gaining real work experience. A learnership furnishes individuals with a qualification obtained through training programmes. It consists of both theoretical and practical elements done over a predetermined period for the purpose of developing specific skills or competencies. Such a qualification is designed to provide not only technical and/or work-specific skills, but life skills such as communication and teamwork.

SelectOne has extensive experience in the delivery of leading edge services in Talent Management, Training and Transformation, creating an end to end solution for skills development needs. Through the use of technology enablement and a scientific approach to talent-related functions, we are geared to recruit the best skillset for all learnerships.

As champions of transformation, we offer our clients learnerships that are accredited, enabling organisations to contribute to society through skills development training whilst gaining maximum BEE points at competitive prices.

SelectOne aims to equip the youth of South Africa with learnership programmes which empowers them through well-structured classroom based theoretical learning, as well as practical experience and participation in workplace activities.

INTERACTIVE SKILLS DEVELOPMENT

Learnerships are very interactive and create highly skilled workers, as training programmes combine theory and relevant practical elements.



TYPE OF FUTURE EMPLOYEES CREATED THROUGH THE PARTICIPATION IN LEARNERSHIPS:

Motivated employees that strive to add value to the business	Independent employees, needing less supervision and possess enhanced problem-solving capabilities	Loyal employees due to the professional development that has been invested by the company	Long service employees
--	---	---	------------------------



WHY ENROL FOR A LEARNERSHIP?

A learnership should lead to a qualification consisting of unit standards and levels registered by the South African Qualifications Authority.

Organizations are not obliged to provide employment post learnerships, however, a learnership programme equips an individual with the necessary skills and knowledge to put them in a more employable position. On successful completion of the learnership programme, an NQF (National Qualifications Framework) qualification is obtained. At the end of the academic year, successful learners take part in a graduation ceremony and are awarded certificates issued by an accredited body and endorsed by SAQA (South African Qualifications Authority).

BENEFITS OF LEARNERSHIPS FOR EMPLOYERS

- Increased productivity in the workplace-additional support to due extra hands.
- High portion of on-the-job training causes minimal disruptions to the workplace compared to traditional learning methods.
- Organizations benefit from tax incentives and grants by participating in learnerships.
- Earn additional points on the BEE scorecard that are reserved for learnership training.
- Give back to society by addressing existing skills needs through learnerships.
- Learnerships are recognised nationally and plug into the National Qualifications Framework giving access to further learning.
- Organizations can build up their own skills pool that they may recruit as needed.

PROPOSED APPROACH

Proper planning is required to ensure the success of a learnership. With our tailored approach to suit our clients, we make sure learners have adequate support, mentors and coaches to assist learners with the practical applications of the theory and skills learned during the classroom-based training, which can be applied back in the workplace.

GOAL	IMPLEMENTATION PROCESS
Identify disciplines and development objectives achieved	<ul style="list-style-type: none"> ✓ Identify disciplines and development objectives in respect of job requirements, job levels and/or strategic priorities and in terms of the approach and focus for the year ✓ Obtain stakeholder agreement
Communication strategy	<ul style="list-style-type: none"> ✓ Preparation of communication strategy to the business regarding the learnership
Recruit and select learners	<ul style="list-style-type: none"> ✓ Recruit and select a learnership programme ✓ Develop selection criteria ✓ Agree selection criteria with stakeholders ✓ Advertise run the recruitment drive ✓ Apply criteria and select learners ✓ Consult with stakeholders to agree selection
Identify stakeholders	<ul style="list-style-type: none"> ✓ Compile of list of stakeholders who will be involved in the learnership, including relevant Line Managers and Work Place Form Representative ✓ Consult, communicate and finalise list
Stakeholders	<ul style="list-style-type: none"> ✓ Consult with stakeholders and decide on approach, capacity and focus for the year
Contract the learners	<ul style="list-style-type: none"> ✓ Facilitate the contracting of the learners as per the Company Policy ✓ Learner agreements and letters appointment sign off



PROPOSED APPROACH

Proper planning is required to ensure the success of a learnership. With our tailored approach to suit our clients, we make sure learners have adequate support, mentors and coaches to assist learners with the practical applications of the theory and skills learned during the classroom-based training, which can be applied back in the workplace.

GOAL	IMPLEMENTATION PROCESS
Identify Mentors	<ul style="list-style-type: none"> ✓ Assign mentors to learners for assistance and career guidance ✓ Consult with stakeholders
Identify coaches	<ul style="list-style-type: none"> ✓ Agree process and selection criteria. Coaches to be selected upfront! ✓ Consult with stakeholders and identify proposed coaches. Inform managers of coaches of additional workload to their current job roles. Get HR to sign off ✓ Consult with proposed coaches and get agreement ✓ Coaches to sign a code of conduct for coaching
Prepare learners	<ul style="list-style-type: none"> ✓ Induct the learners. Include health, safety, all relevant HR policies, operational procedures and consider job shadowing experience as part of induction. Identify relevant departments or operational focus areas that must be visited in the induction ✓ Communicate process, duration, location and timing ✓ Arrange training ✓ Obtain/prepare a schedule for the learner to clarify objectives and expected outcomes ✓ Advise the learner of the learner support policy
Prepare mentors and coaches	<ul style="list-style-type: none"> ✓ Identify training needs ✓ Determine duration, location, timing and costs ✓ Consult with stakeholders ✓ Arrange training. Consider them attending a one-day coaching workshop on evaluating their candidates ✓ Review willingness of the coach to participate ✓ Communicate the employers roles and responsibilities of the learnership ✓ Obtain/prepare a schedule for the mentor and coach to clarify objectives and expected outcomes
Monitor training/on-the job training component	<p>Get regular progress reports from learners and coaches. Skills gaps identified, addressing problems if any are present.</p> <p>Learners to utilise a workplace experience logbook or diary that is evaluated once a week by the coach/learner coordinator.</p>
Monitor workplace component	<p>Get regular reports from learners and coaches and address problems, if any.</p> <p>Conduct workplace visits.</p>



PROPOSED APPROACH

Proper planning is required to ensure the success of a learnership. With our tailored approach to suit our clients, we make sure learners have adequate support, mentors and coaches to assist learners with the practical applications of the theory and skills learned during the classroom-based training, which can be applied back in the workplace.

GOAL	IMPLEMENTATION PROCESS
Monitor coaching schedule	Get regular reports from learners and coaches and the learners and address problems, if any.
Report progress to stakeholders	Consolidate all reports detailed above and distribute to stakeholders form feedback and discussion. Address any problems that may be present.
Calculate return on investment	<p>Consider the following and assign rand amounts where appropriate:</p> <ul style="list-style-type: none"> ✓ The competence or performance gap, i.e. the area in which training should have an impact ✓ The value of the job in which the change should be brought about ✓ The importance to the company of the skills concerned. Are they among the company's skills priorities? ✓ The degree of performance improvement required in terms of performance standards and the range of acceptable performance on the job. ✓ The costs (direct and indirect) and the benefit of training
Career pathing for competent learners	<ul style="list-style-type: none"> ✓ Determine learner job sector preference ✓ Assist learner in preparing CV's ✓ Identify gaps in the organization where the graduate could possibly be employed ✓ Arrange for interviews with internal stakeholders ✓ Agree on contingency plan for learners who cannot find immediate placements <ul style="list-style-type: none"> • Continue with experiential learning • Find part time / contract work • Look outside the hosting organisation
Celebrate success	<ul style="list-style-type: none"> ✓ Discuss with stakeholders a form of celebration that is appropriate to the company culture, e.g. mention in an in-house newsletter, etc.
Review and reflect	<ul style="list-style-type: none"> ✓ Discuss the project with stakeholders, including learners and identify improvements for the future.



OUR LEADERSHIP TEAM



PHINDILE NDLOVU (Operations Director)

BSc Geology and Botany, University of Johannesburg

Phindile Ndhlovu acts as the Operations Director of SelectONE, an SMME operating in the digital recruitment and knowledge economy industry. She is the business and operations lead for the company's Programmes Management, supporting our clients through digital solutions, learning and skills development. She lends her experience and corporate exposure through her confidence in strong administrative skills, as well as relationship management.

Phindile started her career in the military and mining sectors with skills relating to geology, operations, mining and machinery. Her experience in development of unleveraged project economics and capital project development makes her a valued asset to SelectONE. She is a goal-driven, focused individual and has a key ability to recognise business investment opportunities, always seeking best practices to support the drive of business development while ensuring strategy alignment. Phindile has a passion for growing the economy and the youth of South Africa through learning and skills development.



LEEANNE MOODLEY (Talent and Transformation Director)

Leeanne Moodley is the Head of Talent & Transformation with more than ten years' experience in Bulk Recruitment. She is a highly organised professional with strong problem solving skills and has a powerful ability to develop and implement effective project plans. Leeanne has demonstrated experience in managing projects and coordination of all aspects of the recruitment life cycle and training. With all of her experience and her natural talents (analytical problem-solving, logistical planning, and research) she is the best in the business when it comes to high volume recruitment projects. She has a passion for developing youth and skills transfer and she leads her teams of interns and learners through making a real impact in their careers and lives.



ANGELA GORDON (Business Development Director)

Bcom Marketing, University of Pretoria

Angela Gordon is the Business Development Director and is responsible for all the sales and marketing strategies of this dynamic and innovative team. This ensures all strategic short and long-term objectives are achieved for the successful growth of the business. She is passionate about transformation in South Africa and has a particular focus on the youth. Her passion is to find young unemployed talent and take them through the correct programmes to ensure their talents are nurtured and designed to create future leaders. She is an enthusiastic technology evangelist shifting from traditional methods to utilising cutting-edge Artificial Intelligence. This allows for more automated workflow to effectively engage, screen and assess candidates, resulting in advantageous placements. Angela has built a solid reputation in recruitment, embracing core values of integrity, innovation and growth. She is skilled in Negotiation, Business Development, Executive Search, Customer Relationship Management (CRM), and Technical Recruiting.



OUR VALUES

IMPACT

We are an impact-based business creating growth and employment opportunities for the youth of South Africa.



INTEGRITY

We always act with integrity and honesty and treat our clients and candidates with the highest ethical approach.



INNOVATION

We make use of Artificial Intelligent Technology & Science to constantly drive innovation in our industry.



IQ

We encourage self-development and continuous learning through a culture of ongoing growth and excellence.



CONTACT



ANGELA GORDON

Business Development Director

+27 (0) 087 310 5900

+27 (0) 082 325 7333

angela.gordon@selectone.co.za