

**Designed Questionnaire**

**Section A: Company background**

*Please mark the appropriate alternative with a cross (X).*

**1. Where is your organisation situated?**

Vanderbijlpark	Vereeniging	Meyerton
Other (please specify): .....		

**2. What is the main focus of your organisation?**

Manufacturing	Engineering	Metal
Other (please specify): .....		

**3. Ownership of organisation?**

International	International joint venture	SA owned
Other (please specify): .....		

**4. Type of business?**

Sole proprietor	Partnership	Close corporation	Co-operative	Private Company	Public Company
Other (please specify): .....					

**5. How many employees are employed by your organisation?**

1 – 9	10 - 99	100 - 499	> 500
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**6. What is your position in the organisation?**

Managing Director	General Manager	Human Resources Manager
Skills Development Facilitator/Manager	Other (please specify): .....	

*Please turnover and continue with Section B.*

## **Section B: Organisational perspectives regarding learnerships**

*Indicate with a cross (X) whether you Agree or Disagree with each statement.*

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
B1) Previous attempts to execute learnerships were unsuccessful				
B2) Learnerships address organisational needs				
B3) Learnerships impact on organisational goals				
B4) Organisational culture not conducive to learnership implementation				
B5) Organisation experiences lack of know how regarding implementation of learnerships				
B6) Roles regarding learnerships are not clear				
B7) Responsibilities regarding learnerships are not clear				
B8) Learnerships are costly to implement				
B9) Learnerships cause administrative burdens				
B10) Learnerships are beneficial to employees				
B11) Learnerships are beneficial to employers				
B12) Sufficient financial benefit exists within the organisation for the implementation of learnerships				
B13) Managers are prepared to commit time/resources to learnership implementation				
B14) Management feel that required skills can be obtained through internal on-the-job training, i.e. there is no need for learnerships				
B15) Learnerships leads to a recognised qualification				
B16) Sufficient external training providers for learnerships exists				
B17) Sufficient internal training providers for learnerships exists				
B18) Learnership system achieves what it was intended to achieve (i.e. skills development)				
B19) Increased industrial relation issues related to learnership implementation				
B20) Learnerships increase productivity levels				

**Please add explanations regarding the above perspectives, if deemed necessary: .....**

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21. Does your organisation fall under the Manufacturing, Engineering and Related Services Sector Education and Training Authority (MERSETA)?

Yes	No
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22. Does your organisation utilize learnerships?

Yes	No
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*If your answer to question 7 and/or 8 above is **NO**, I thank you for your time and kindly request that the questionnaire be returned.*

*If your answer to question 7 and 8 above is **YES**, please continue with the completion of the questionnaire i.e. Sections C, D, E and F.*

## **Section C: Learnerships**

*Please mark the appropriate alternative with a cross (X).*

1. Please indicate at which level you feel learnerships should focus in order to have the most impact within your organisation?

<b>NQF: A Framework of Qualifications</b>							
<b>NQF level</b>	<b>Band</b>	<b>Types of qualifications and certificates</b>		<b>Locations of Learning for Units and Qualifications</b>			<b>Please indicate your choice</b>
8	Higher Education and Training	Doctorates / Further research degrees		Tertiary / Research / Professional institutions			
7		Higher degrees Professional qualifications		Tertiary / Research / Professional institutions			
6		First degrees Higher diplomas		Universities / Technikons / Colleges / Private / Professional institutions			
5		Diplomas / Occupational certificates		Universities / Technikons / Colleges / Private / Professional institutions / Workplace etc.			
<b>Further Education and Training certificate</b>							
4	Further Education and Training	School/ College/ Trade certificates Mix of units from Grade 12		Formal High Schools / Private State Schools	Technical / Community Police/Nursing / Private Colleges	RDP and Labour Market schemes / Industry Training Boards / Unions / Workplace etc.	
3		School/College/Trade certificates Mix of units from all Grade 11					
2		School/College/Trade certificates Mix of units from all Grade 10					
<b>General Education and Training certificate</b>							
1	General Education and Training	Senior Phase Grade 9	ABET Level 4	Formal Schools (Urban / Rural / Farms / Special)	Occupation / Work Based training / RDP / Labour market schemes / Upliftment / Community programmes	NGO's / Churches / Night schools / ABET programmes / Private providers / Industry Training Boards / Unions / Workplace etc.	
		Intermediate Phase Grade 7	ABET Level 3				
		Foundation Phase Grade 5	ABET Level 2				
		Preschool Grade 3	ABET Level 1				

2. In the organisational context, what percentage of a learner's time should be spent on theoretical training?

.....%

3. In the organisational context, what percentage of a learner's time should be spent on practical/on-the-job training?

.....%

*Please turnover and continue with Section D.*

## **Section D: MERSETA**

*Please mark the appropriate alternative with a cross (X).*

### **1. How often do you/your organisation have contact with MERSETA?**

Never	Once or twice since existence of SETA	Annually
Quarterly	Monthly	Other (specify): .....

### **2. How would you rate the co-operation between your organisation and MERSETA?**

Non existent	Poor	Fair	Good	Excellent
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### **3. Do you think that the MERSETA has the ability to assist your organisation with skills development in the following areas?**

	Yes	No
Skills development advice		
Alignment of learnerships with skills needs		
Registration of learnerships		
Implementation of learnerships		
Management of learnerships		
Accreditation of training providers		

	Yes	No
Development of qualifications		
Processing of grants		
Certification of learners		
Advice on accreditation		
Advice on claiming of tax relief for learnerships		
Assessment / evaluation of learners		

**Do you feel that the MERSETA can assist your organisation with skills development in any other way not listed under question 3 above? (Briefly describe):**

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*Please turnover and continue with Section E.*

## **Section E: Skills development and training requirements**

*Please mark the appropriate alternative with a cross (X).*

1. **Has your organisation appointed a Skills Development Facilitator?**

Yes	No
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2. **Does your organisation have a formalised training programme?**

Yes	No
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3. **Does your organisation have a formalised training strategy?**

Yes	No
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4. **Does your organisation have a training budget?**

Yes	No
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5. **Are Skills Development programs actively implemented in your organisation?**

Yes	No
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*If yes, indicate which of the following Skills Development programs are implemented?*

Management skills	Interpersonal skills	Technical job related skills
Financial skills	Engineering skills	Computer skills
Health and Safety (OHS Act)	ABET (Adult Basic Education and Training)	HIV awareness
IT skills	Other: .....	

6. **Sufficient emphasis is placed on the development of human capital in your organisation?**

Strongly Agree	Agree	Disagree	Strongly Disagree
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7. **Skills development in my organisation is essential for ongoing profitability?**

Strongly Agree	Agree	Disagree	Strongly Disagree
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8. **Government input in training and development is essential in my organisation?**

Strongly Agree	Agree	Disagree	Strongly Disagree
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9. **Does your organisation recognise prior learning (RPL)?**

Yes	No
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*If yes, indicate which of the following channels are used?*

RPL committee	Assessors/Moderators	Assessment by HR Manager
Skills Development Office	Other:.....	

*If yes, indicate which of the following methods are used?*

Portfolio of evidence	Simulation	Workplace assessment
Written examination	Oral examination	Other: .....

**10. Indicate whether you Agree/Disagree that the following are potential constraints related to the training and upliftment of employees within your organisation.**

*Please indicate with a cross (x).*

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
Cost of training				
Risk of losing skilled persons				
Lack of efficient service providers				
Production pressures				
No need for further training				
Time limitations				
Lack of financial support				
Unavailability of manager to supply training				
Support from management				
Lack of numeracy and/or /literacy skills				
Other (specify): .....				

**11. Indicate whether you Agree/Disagree that the following are important training needs of your organisation?**

*Please indicate with a cross (x) in the table below.*

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
Management skills				
Technical job related skills				
Engineering skills				
Financial skills				
Interpersonal skills				
Health and Safety (OHS Act)				
Computer skills				
ABET (Adult Basic Education and Training)				
HIV Awareness				
Other (specify): .....				

**12. Indicate whether you Agree/Disagree that the following practical skills are important for the continued growth of your organisation?**

*Please indicate with a cross (x) in the table below.*

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
Managerial				
Electrical				
Operator				
Mill-righting				
Welding				
Fitting and Turning				
Drafting				
Machining				
Toolmaking				
Plumbing				
Supervisory				
Boilermaking				
Other (specify): .....				

**13. Indicate whether you Agree/Disagree that the following technical and/or specialised skills are important for the continued growth of your organisation?**

*Please indicate with a cross (x) in the table below.*

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
Managerial				
Financial				
E-commerce				
IT				
Technical				
Quality control				
Service				
Marketing				
Sales				
Maintenance				
Plant/Machine operation				
Health and Safety (OHS Act)				
Other (specify): .....				

**THANK YOU, for taking the time to complete this questionnaire.**