



ENERGY SECTOR EDUCATION AND TRAINING AUTHORITY

THE INSTITUTE OF SECTORAL OR OCCUPATIONAL EXCELLENCE (ISOE)

**POLICY, GUIDELINES, PROCEDURE & CRITERIA FOR THE RECOGNITION
OF ISOE's**

1. Purpose:

- 1.1 It is the purpose of ESETA to identify and support the establishment of **Institutes of Sectoral or Occupational Excellence (ISOE's)**;
- 1.2 To Accredit such an ISOE in line with the defined Quality Assurance processes of the ESETA under the guiding principles of SAQA. The ESETA commits to running issuing an ISOE's accreditation status for a period not exceeding three years;
- 1.3 To support learner programmes run within the designated ISOE provided they fall within the defined skills development mandate of the ESETA;
- 1.4 To support the ISOE's in its quest to produce excellent quality of skills that would attract employer organisations to choose to offer career prospects for such qualifying candidates;
- 1.5 To work together with the principal owners of the institution designated by the ESETA as an ISOE in areas of infrastructural funding requirements.

2. Definition:

An ISOE is a provider institution or body (cluster) of provider institution, that offers training and learning opportunities within a specified occupational area and, and with incremental support such an institution over a period of time, will become a fully recognised **Centre of Excellence with capability to produce quality** learners for the industry.

3. Scope:

At least five ISOE's will be recognized by **2010** within public institutions and through Public Private Partnership (PPP's) where appropriate for the development of people to attain critical occupational skills, whose excellence is measured in the number of learners successfully placed in the sector and employer satisfaction ratings of their training as indicated by the needs identified in the Sector Skills Plan (SSP) and the National Skills Development Strategy (NSDS).

3.1 Grants issued will cover any of the following:

The adopted approach for the ESETA is not to fully fund all infrastructural requirements of the identified ISOE, but rather has as a focus to assist as far as possible to advance the aims and objectives of the identified institution to advance and reach the skills development excellence requirement desirable in the sector;

- The Infrastructural Development of the ISOE to achieve the status of excellence;
- Deliberate development and up-skilling of the Educator/Trainer ;
- Deliberate development of curriculum and materials to support learners in the ISOE;
- Deliberate development of Learner support initiatives;
- Upgrading of satellite institutions linked to the ISOE;
- Facilitate the ISOE partnerships with emerging providers; and
- Other initiatives mutually negotiated and agreed upon within the steering committee set up to manage the processes of the ISOE.

3.2 ISOE's could take one or any of the following forms:

- Arise from collaboration of providers across the sector ;
- Arise from collaboration of providers across an occupation;
- An occupational based teaching and learning institution;
- An occupational based teaching and learning faculty, or department within the FET;
- An occupational based teaching and learning faculty, or department within the HET;
- A single entity, or consortium of providers;
- A work-based, or college or university-based provider.

3.3 ISOE offers the following learning programmes:

- Learnerships;
- Apprenticeships;
- Internships and/ or experiential learning;
- Skills programmes;
- Short and/ or specialised courses where relevant;
- Degree programmes linked to workplace learning.

4 Minimum Requirements for ISOE's:

An ISOE must be an established entity with a track record in effective skills development OR in some special developmental cases the ESETA can deliberately identify an entity in collaboration with employers, providers to develop the entity towards the attainment of the required standard. . The following requirement is non-negotiable in terms of the ESETA's recognition of ISOE's;

- 4.1 the entity or provider pursuing the status of an ISOE must demonstrate that they are or can become an **industry-centered institute of training to achieve excellence**;
- 4.2 ISOE's must demonstrate that they have commitment to innovative excellence and practices to support this;
- 4.3 Identified on the basis of demonstrated capacity and engagement with the sector to date and can engage in improving quality, relevance and uptake of learners to meet the demand for sectoral skills;
- 4.4 Recognised as providing training against occupational needs, preferably in areas identified as scarce and critical skills;
- 4.5 Have the ability to deliver critical occupational skills that are linked to relevant economic drivers or learning programmes that will produce skilled people who can make a positive contribution to the South African economy globally;
- 4.6 Can deliver programmes against various levels in the specified occupation and not only a single level qualification;
- 4.7 Have a placement strategy and mechanisms to track learners and report on learner placements or promotions;
- 4.8 Is an accredited provider of education and training programmes, as well as have approval for specific programmes or qualifications;

- 4.9 Co-operates with ESETA and employers or employer bodies, demonstrates the potential to function as a hub in operation with established partnerships and to network with other centres of excellence in support of transformation in the country (i.e. equity, partnerships with emerging providers, CBO's, NGO's, co-operatives and rural);
- 4.10 Practices good corporate governance, and complies with all relevant legislation, i.e. Skills Development Act, SAQA Act, Occupational Health & Safety Act, Employment Equity Act, Basic Conditions of Employment, Labour Relations Act;
- 4.11 Demonstrates proof of implementation of a Quality Management System (QMS) including evidence of progress made towards earning a recognized QMS certification or accreditation from i.e. SABS ISO 9001:2000 pertaining to their own quality management system;
- 4.12 Having an efficient reporting, administrative, technological, communication, operational performance and a functional financial system in place;
- 4.13 Engage with ISOE's in the energy and water sectors through public or private partnerships or other mechanism that may become available;
- 4.14 Designing, developing, delivering and reporting on in specific sectoral and occupational areas where scarce and critical skills have been identified;
- 4.15 Simulating workplace application scenarios and work practices to ensure that successful learners have seamless transition into jobs where possible;
- 4.16 Providing access to technologically advanced equipment in support of their training and development provision;
- 4.17 Providing access to emerging best practice in training, and related to specific occupations as well as with regional and international training institutes and research bodies;
- 4.18 Delivering training that meets industrial demands in terms of relevance and quality;
- 4.19 Co-operating and acknowledge employers or employer bodies at the implementation level in a way which ensures a high intake and placement rate of learners;

4.20 Annual application for funding must be completed before the end of February each year.

5 Governance and Evaluation:

5.1 Stakeholders involvement & define roles:

5.1.1 ESETA's responsibility:

ESETA will support ISOE Programme in the following areas;

- Developed a criteria and procedures for selection, evaluation of ISOE's;
- Offer special funding for specified areas of the infrastructure;
- Identified geographic and occupational areas of demand;
- Communication of all related criteria and demand to public and private providers;
- Established a process to conduct a cost benefit analysis for every ISOE establishment in order to measure the Return of Investment (ROI);
- Infrastructure development;
- Educator or trainer development and up-skilling;
- Learning centres will be evaluated annually to examine their suitability.

5.1.2 DoL responsibilities:

The Department of Labour will provide information to the ESETA on;

- National and geographical skills shortages and priorities;
- Information required in terms of the performance of ISOE's;
- Minimum requirements in terms of the acknowledgement of ISOE's.

5.1.3 Other Stakeholders (Communities of trust):

ESETA will encourage communities of trust among stakeholders, to forge partnerships/collaborators;

- Commitment to development, quality and excellence that will foster co-operation among role-players;

- Communities should involve regional, sectoral and inter-sectoral co-operation and co-ordination in relation to skills development.

6 Application in order to apply as an ISOE an Appendix A application form should be completed:

Suitable institutions identified by ESETA will be considered for recognition against a broad criterion of;

- A geographical spread base on industrial needs;
- Critical skills as per skills plans;
- Quality of its management strength of its processes;
- Potential to function as a hub (collaboration) and the network with other ISOE'in the sector;
- Criteria laid out in Appendix A (Application Form) of the ESETA ISOE Strategy and Implementation Plan (ESETA Document No. AGUI00x).

7 ISOE Centres identified by ESETA that will form part of the five year strategy:

- 7.1.1 An industry ISOE (non-profit) – Primary Focus: Energy;
- 7.1.2 An industry ISOE (non-profit) – Primary Focus: Water;
- 7.1.3 An private ISOE focusing on higher education: NQF level 5 to 8;
- 7.1.4 A private ISOE focusing on further education: NQF level 1 to 4;
- 7.1.5 A FET provider: NQF level 1 to 4.

8 ESETA ISOE selection criteria will include the following:

- 8.1 Current viability and ability to deliver;
- 8.2 Current infrastructure;
- 8.3 Current client base;
- 8.4 Level of sector support;
- 8.5 Research capacity;
- 8.6 Ownership and control.

9 Appeals:

- Recourse is available for appeals against an outcome of ISOE recognition or accreditation application;
- An institution who is not satisfied with any outcome may lodge an appeal through the ESETA CEO for investigation;
- A constituted appeal process (representative of all ESETA departmental processes) shall yield into a recommendation to the Executive Committee whose adoption of such a resolution of the dispute shall be considered as final and binding to all concerned parties.

10 ISOE applicant must complete the ESETA grant application form below and will be required to record the following information below:

- 10.1 Motivate why the organization sees itself as a potential ISOE;
- 10.2 Record of industry and learner support;
- 10.3 Outline the organisation's vision and strategic objectives;
- 10.4 The organisation's strategic business plan and;
 - 10.4.1 A brief general description of the **centre's structure**;
 - 10.4.2 General description of centre's **operating processes**;
 - 10.4.3 Plan for related **products and services**;
 - 10.4.4 The **sources of funding** i.e. new or existing sources;
 - 10.4.5 Written **proof from relevant organizations in the energy and water sector**;
 - 10.4.6 Funding required over the next **3** years.
- 10.5 Detailed description of the equity ownership and control of existing or proposed entity.