



## WORKPLACE SKILLS PLAN TEMPLATE

A Workplace Skills Plan is:

- ❖ *A plan developed every year at enterprise level that describes an organisation's training and skills development strategy that will help it to meet its overall objectives and targets;*
- ❖ *A key source of information about the sector – in terms of demographics, existing qualifications, and training and development priorities for the forthcoming year;*
- ❖ *A document that will inform the LGWSETA's strategic priorities in the development of its Sector Skills Plan*

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## INTRODUCTION

The Skills Development Act (Act No. 97 of 1998) and the Skills Development Levies Act (Act No. 9 of 1999) require SETAs to comply with the following:

- Develop a sector skills plan
  - Implement the sector skills plan
  - Promote, develop and administer learnerships
  - Support the implementation of the NQF
  - Undertake quality assurance
  - Disburse levies collected from employers in their sector
  - Report to the Director General and to SAQA

These acts require employers to:

- Register with the South African Revenue Service (SARS) to pay the Skills Development Levy, equivalent to 1% of total annual remuneration
- Register a Skills Development Facilitator (SDF) with the relevant SETA
- Submit a Workplace Skills Plan (WSP) to the relevant SETA
- Implement the Workplace Skills Plan (WSP)
- Submit levy grant claims to the SETA as per the provisions of the Funding Regulations to access a percentage of the skills development levy, which is intended to promote skills development.

This legal framework and the National Skills Development Strategy is intended to encourage employers to comply with legislation and, by so doing:

- Contribute to the development of a culture of learning,
- Help to create a competitive and productive work environment, and
- Stimulate growth and employment in a sustainable way.

Employers are also required to consult representative structures when compiling their Workplace Skills Plan. The process of consultation must include:

- An allowance for trade unions to participate in and conduct audits and needs assessments for their members.
- The disclosure of necessary information as may be requested by trade unions subject to the terms of the LRA.
- Consultation in departments, sections, or at Labour Forum level before referral to central structures.

The purpose of a Workplace Skills Plan, therefore, is to provide employers with a structured plan which should help them to ensure that skills development is encouraged and takes place at enterprise level.

Workplace Skills Plans also provide the LGWSETA with critical quantitative and qualitative information that enables it:

- To understand the profile and composition of the sector;
- To determine skills requirements and priorities across the sector;
- To develop a clear picture of areas where there is a high demand for skills development – pinpointing areas where Learnerships and Skills Programmes should be developed.

The Workplace Skills Plans submitted by enterprises across the sector therefore serve as one of the *primary sources of statistical information and data* available to the LGWSETA in the development of its Sector Skill Plan. To ensure that this valuable information is recorded and utilised appropriately by the SETA, it is imperative that employers present information in a standardised format.

### PLEASE NOTE:

- 1. The Workplace Skills Plan covers the municipal financial year – from 01 July of one year to 30 June of the following year.**
- 2. Enterprises must submit a Workplace Skills Plan every year. They are also required to submit two reports during the year to show how the plan is being implemented.**
- 3. A Workplace Skills Plan that is not signed by all the relevant parties cannot be approved by the LGWSETA. No levies can be paid out unless the Workplace Skills Plan has been approved.**

The main categories used in the sections below are the statistical categories determined by Department of Labour reporting requirements. However, we have attempted to indicate which categories of jobs or areas of work fall under each DoL category.

This document may appear lengthy. However, large organisations will use each line, and small enterprises will fill in a few lines per section.

The guidelines attached provide a rationale and criteria for each section and outline how the submitted Workplace Skills Plans will be evaluated.

**SIGNATORIES to this Workplace Skills Plan for the period: 01 July 2003 – 30 June 2004**

Organisation:

Msukaligwa Local Municipality

Levy number:

L	8	4	0	7	3	8	3	0	8				
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The signatories to this Workplace Skills Plan assert, on behalf of organised labour and organised employer groups, assert that, as far as they are aware, the information provided in this document is true and correct.

**For the training committee, the Skills Development Facilitator**

Name: Adam Lessing

Current Job Title: Skills Development Facilitator

Signature:

Date:

**For organised employers**

Name: Mr. T.H. Kubheka

Current Job Title: Deputy Municipal Manager

Signature

Date:

**For organised Labour**

Union: SAMWU

Name: Mr. D. Kuhlase

Union office held: Secretary

Signature

Date:

Union: IMATU

Name: Mr. M. Van Schalkwyk

Union office held: Chair person

Signature

Date:

**WORKPLACE SKILLS PLAN  
FOR THE PERIOD 01 July 2003 to 30 June 2004**

**Part 1: Current status**

**SECTION 1: ORGANISATION DETAILS**

<b>Submission date</b>	<b>28 / 08 / 2003</b>	<b>Due date</b>	<b>31 August 2003</b>
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**SECTION 1.1: Name and type**

<b>Name of organisation</b>	<b>Msukaligwa Local Municipality</b>									
<b>Provincial location</b>	Eastern Cape		Free State		Gauteng		KZN			
	Limpopo		Mpumalanga	<input checked="" type="checkbox"/>	Northern Cape		North West			
	Western Cape									
<b>Municipality type</b>	Municipality type					Cross Boundary municipality				
	A		B	<input checked="" type="checkbox"/>	C		No	<input checked="" type="checkbox"/>	Yes	
	Other:									
<b>Demarcation code</b>	<b>MP 302</b>									
<b>Water utility type</b>	DWAF		Irrigation Board		Water Board		Private			
	Public	<input checked="" type="checkbox"/>	Other (specify)							

### SECTION 1.2: Banking details

Account Name:	Msukaligwa Local Municipality	A cancelled cheque is required for the LGWSETA to confirm bank details as legitimate
Bank:	ABSA	
Branch:	Ermelo	
Account number:	87000146	
Cancelled cheque submitted	Yes	

### SECTION 1.3: Registration numbers

Levy registration no:	L840738308	Company registration no:
Levy registration no:		
Levy registration no:		
Levy registration no:		
Levy registration no:		

Please mark the SIC code/s relevant to your enterprise	91201	91302	91308	9200B	94005	96321	99031	
	91202	91303	91309	93304	96001	96331	99032	
	91203	91304	9130A	94001	96191	96332	42001	
	91204	91305	9130B	94002	96192	96414	42002	
	91300	91306	9130C	94003	96193	96493	<b>42003</b>	
	91301	91307	9130F	94004	96313	99001		

### SECTION 1.4: Contact details

Physical address	Cnr. Church & Tauté		
Postal address	P.O. Box 48		
Telephone	(017) 819-2892	Fax:	(017) 819-3210
HR department	Name:	Tel:	(017) 819-3586
Email/s	msuksec@megaweb.co.za		
Website (if applicable)			

### SECTION 1.5: Skills Development Facilitator (SDF) details

Details of the designated SDF(s) must be furnished. In the case where there is more than one SDF, the enterprise must indicate the Primary SDF

Details of SDF/s	Primary	Other person/s
Name SDF or any other person/s responsible for this function	<b>Adam Anthony Lessing</b>	<b>Themba Patrick Manyathi / Portia Scheepers</b>
Date appointed	<b>01 / 03 / 2003</b>	<b>01/ 03 / 2003</b>
Phone Number/s	<b>(017) 801-3586</b>	<b>(017) 801-3586</b>
Fax Number/s	<b>(017) 819-3210</b>	<b>((017) 819-3210</b>
E-mail	<b>msuksec@megaweb.co.za</b>	<b>msuksec@megaweb.co.za</b>

Details of Primary SDF														
<b>Race</b>	African		Coloured	<input checked="" type="checkbox"/>	Indian		White		Gender	<b>M</b>	F	Disabled	Y	<b>N</b>
<b>Relationship of SDF to enterprise</b>	Owner		Employee		<input checked="" type="checkbox"/>	Contractor		Other:						
<b>Current job title</b>	<b>Skills Development Facilitator</b>													

SDF appointment procedure		
Appointed by employer	<b>Yes</b>	No
Self appointed	Yes	No
Nominated by employees	Yes	No

SDF works with...			
Training committee	<input checked="" type="checkbox"/>	Skills development committee	Other committee (specify)

Did the enterprise submit its application for WSP Grant (Appointment of SDF) previously?	Yes	<b>No</b>	Date of last application?	/	/
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### SECTION 1.6: Global figures

		Of the total number employees on 30 June 2003, how many are:	
Total no of employees (on 30 June 2003):	658	Persons with disabilities?	3
Total payroll amount on which levy payment is based	R47 214 141, 84	Casual workers?	0
		Contract workers?	26

These categories include everyone who is presumed to be an employee in terms of Section 83A of the Basic Conditions of Employment Act.

These categories do not include people whose services have been procured by a temporary employment service.

### SECTION 1.7: Proposed expenditure on training for the period 01 July 2003 to 30 June 2004 (excluding subsistence and travel)

Source	Amount to be spent	Comment/Notes
Levy funds		
Discretionary grant funds		
Own company/institution funds	R25000. 00	
Donor funds	R0.00	
SALGA or Trade Unions	R0.00	
Government department funds	R0.00	
Bursaries and/or Educational Assistance Programmes		
Loan funding to the enterprise (for capacity building)	R0.00	
<b>TOTAL to be spent</b>		

Please note the SALGA HRD conference resolution (10-14 March 2003), which encourages municipalities to budget and spend at least 2% of the wage bill on education and training. This 2% is intended to be a separate amount from the 1% levy payment.

## SECTION 2: DESCRIPTION OF UTILITY / MUNICIPALITY CONSULTATIVE PROCESS

See guidelines for help in filling out this table

<b>Type of consultative structure</b>	Skills development committee		Training committee	✓	Other (describe)
	Trade union	✓	Staff committee		No consultation
<b>Members of consultative structure</b>	Name	Position	Name	Position	
	Mr. A.A. Lessing	SDF	Ms. N. Mabuza	General Worker	
	Mr. T.P. Manyathi	Training Officer	Mr. B. Nkosi	General Worker	
	L.A. Makhubedu	Councillor	Mr. B. Sibanyoni	Cashier	
	Mr. O.B. Nkosi	General Worker	Mr. P. Manana	Team Leader	
	Ms. G.J.E. Morkel	Senior Clerk	Ms. T. Msume	General Worker	

<b>How many people on this consultative structure also sit on:</b>	The local labour forum?		The Employment Equity Committee?	None
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<b>Process to develop WSP</b>	Informal meetings	✓	Formal meetings		Workshops		Other:	
<b>How often</b>	Every week	✓	Every month		Every two months		Other:	
<b>Means of communication with staff on matters relating to training and development and the WSP</b>	Through supervisors	✓	Newsletter		Mass meetings		Other:	
	Pay slips		Email		Notice boards	✓	Other:	
	Word of mouth		Smaller meetings		No communication		Other:	

Registered trade unions	% Members of total workforce	Representative's name
1. SAMWA	86.01%	Mr. D. Kuhlase
2. IMATU	12.61%	Mr. M. Schalkwyk
3. None Union Members	1.36%	
4.		
5.		
6.		
7.		

## SECTION 3: EMPLOYMENT PROFILE

## SECTION 3.1: TOTAL NUMBER OF EMPLOYEES IN THE ENTERPRISE as at 30 June 2003

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51	
<b>Leadership &amp; governance</b>																		
Executive Mayor																		
Mayor	1										1				1			
Councillors	15	9			1		5		21	9				3	10	9	8	
Chairperson	1								1						1			
Board Member																		
Other (Specify)																		
<b>Senior officials and managers</b>																		
CEO/MD																		
Executive Directors																		
Directors	4				1				5					1	3	1		
Financial Directors							1		1									1
City/Municipal/District Manager									1						1			
Department/Division Heads																		
Plant Managers																		
Information technology																		
Deputy Municipal Manager	1								1								1	
Other (Specify)																		
<b>Professionals</b>																		
Health care		3						2		5							1	4
Public safety/Emergency services		1					2		2	1				1	2			
LED	1								1						1			
Water conservation/treatment		1					1		1	1				1				1

## SECTION 3.1: TOTAL NUMBER OF EMPLOYEES IN THE ENTERPRISE as at 30 June 2003

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51	
Waste																		
Client services																		
Parks/community facilities	1								1						1			
Community development																		
Public transport								1	1								1	
Land management								1	1									1
Housing administration	1								1					1				
Environmental management																		
Roads								1	1								1	
Electricity																		
Information technology																		
<b>Corporate Services</b>	1							2	3							2	1	
<b>Finance</b>	4							5	2	9	2					4	4	3
<b>Marketing</b>	1								1							1		
<b>Engineering</b>																		
<b>Technicians/associated professionals</b>																		
Health care																		
Public safety/Emergency services																		
LED																		
Water conservation/treatment																		
Waste																		
Client services																		
Parks/community facilities								1	1							1		
Community development																		
Public transport																		
Land management	2								2						2			

## SECTION 3.1: TOTAL NUMBER OF EMPLOYEES IN THE ENTERPRISE as at 30 June 2003

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51	
Housing administration																		
Environmental management	1						3		4					1	1	1	1	
Roads																		
Electricity																		
Information technology																		
<b>Corporate services</b>	1	1	1						2	1				2	1			
<b>Finance</b>																		
<b>Marketing</b>																		
<b>Engineering</b>																		
<b>Skilled agricultural &amp; fishery workers</b>																		
Health care																		
Public safety/Emergency services																		
LED																		
Water conservation/treatment																		
Waste																		
Client services																		
Parks/community facilities																		
Community development																		
Public transport																		
Land management																		
Housing administration																		
Environmental management																		
Roads																		
Electricity																		
Information technology																		
<b>Clerks</b>																		

**SECTION 3.1: TOTAL NUMBER OF EMPLOYEES IN THE ENTERPRISE as at 30 June 2003**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories				
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51
Health care	2	3							2	3				2	2	1	
Public safety/Emergency services	4	4					2	2	6	6			1	6	2	1	2
LED	1	2							1	2					2	1	
Water conservation/treatment																	
Waste																	
Client services	4	4			1		2		4	7				2	6	3	
Parks/community facilities	1								1							1	
Community development	2	4			1		2		2	7				2	3	3	1
Public transport																	
Land management																	
Housing administration	4	3							4	3					6	1	
Environmental management																	
Roads																	
Electricity																	
Information technology	1	1					1		1	2				1	2		
<b>Corporate services</b>	<b>7</b>	<b>9</b>			<b>1</b>		<b>5</b>		<b>7</b>	<b>15</b>				<b>8</b>	<b>7</b>	<b>5</b>	<b>2</b>
<b>Finance</b>	<b>22</b>	<b>9</b>					<b>2</b>	<b>7</b>	<b>24</b>	<b>16</b>				<b>11</b>	<b>16</b>	<b>11</b>	<b>2</b>
<b>Marketing</b>	<b>2</b>								<b>2</b>						<b>2</b>		
<b>Engineering</b>								<b>2</b>		<b>2</b>						<b>1</b>	<b>1</b>
<b>Service workers</b>																	
Health care	1	10						1	1	11					6	3	3
Public safety/Emergency services	12	1	1				6		19	1				8	6	4	2
LED																	
Water conservation/treatment																	
Waste																	
Client services																	

**SECTION 3.1: TOTAL NUMBER OF EMPLOYEES IN THE ENTERPRISE as at 30 June 2003**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51	
Parks/community facilities																		
Community development																		
Public transport																		
Land management																		
Housing administration																		
Environmental management																		
Roads																		
Electricity																		
Information technology																		
<b>Corporate services</b>	<b>1</b>								<b>1</b>								<b>1</b>	
<b>Finance</b>																		
<b>Marketing</b>																		
<b>Engineering</b>																		
<b>Craft &amp; related workers</b>																		
Health care																		
Public safety/Emergency services	3								<b>3</b>								1	2
LED																		
Water conservation/treatment	27		1					4	<b>32</b>					3	12	6	11	
Waste	5							1	<b>6</b>						1	3	2	
Client services																		
Parks/community facilities	6							2	<b>8</b>					1	2	2	3	
Community development																		
Public transport	6							2	<b>8</b>					1	2	3	2	
Land management																		
Housing administration	1								<b>8</b>									1
Environmental management																		

## SECTION 3.1: TOTAL NUMBER OF EMPLOYEES IN THE ENTERPRISE as at 30 June 2003

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories				
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51
Roads	8						2		10						1	3	6
Electricity	10						6		16					4	7	4	1
Information technology																	
<b>Corporate services</b>																	
<b>Finance</b>	1								1						1		
<b>Marketing</b>																	
<b>Engineering</b>																	
<b>Plant, machine operators</b>																	
Health care																	
Public safety/Emergency services																	
LED																	
Water conservation/treatment	11						1		12						3	2	7
Waste	9								9						3	5	1
Client services		1								1						1	
Parks/community facilities	10								10						5	4	1
Community development																	
Public transport																	
Land management																	
Housing administration																	
Environmental management																	
Roads	15						1		16						2	6	8
Electricity																	
Information technology																	
<b>Corporate services</b>		1								1						1	
<b>Finance</b>																	
<b>Marketing</b>																	

**SECTION 3.1: TOTAL NUMBER OF EMPLOYEES IN THE ENTERPRISE as at 30 June 2003**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51	
<b>Engineering</b>																		
<b>Elementary occupations</b>																		
Health care	2	12						1	2	13				2	4	4	5	
Public safety/Emergency services	10	2						1	11	2				3	7	3		
LED																		
Water conservation/treatment	47							1	48					6	16	14	13	
Waste	59	7						1	60	7				7	28	20	11	
Client services																		
Parks/community facilities	61	9						2	63	9				9	31	16	16	
Community development	5	2							5	2				1	4	1	1	
Public transport	2								2						1	1		
Land management																		
Housing administration	9	9							9	9				2	6	3	7	
Environmental management																		
Roads	27	5							27	5				6	7	7	12	
Electricity	12	1							12	1			1	1	1	6	4	
Information technology																		
Corporate services	1								1						1			
Finance	3								3					1	2			
Marketing	1								1						2			
Engineering																		
<b>Apprentices</b>																		
<b>TOTALS</b>	<b>451</b>	<b>114</b>	<b>3</b>		<b>2</b>	<b>3</b>	<b>58</b>	<b>27</b>	<b>515</b>	<b>114</b>	<b>3</b>		<b>2</b>	<b>99</b>	<b>239</b>	<b>171</b>	<b>147</b>	

**SECTION 3.2: Number of NEW RECRUITS during the year ending 30 June 2003**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories				
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51
Leadership and governance	2	0	0	0	0	0	0	0	2	0	0	0	0	0	1	1	0
Senior officials and managers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professionals	2	2	0	0	0	0	0	0	2	2	0	0	0	1	2	0	1
Technicians/associated professionals	4	0	1	0	0	0	0	0	5	0	0	0	0	4	1	0	0
Skilled agricultural & fishery workers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerks	15	12	0	0	0	0	0	3	15	15	0	0	2	16	9	3	0
Service workers	5	1	0	0	0	0	1	0	6	1	0	0	0	5	2	0	0
Craft & related workers	7	0	0	0	0	0	2	0	9	0	0	0	0	4	5	0	0
Plant, machine operators	2	0	0	0	0	0	1	0	3	0	0	0	0	0	0	2	1
Elementary occupations	48	20	0	0	0	0	0	0	48	20	0	0	1	26	30	10	1
Apprentices	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>85</b>	<b>35</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>90</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>56</b>	<b>50</b>	<b>16</b>	<b>3</b>

**SECTION 3.3: Number of NEW LABOUR MARKET ENTRANTS employed during the year ending 30 June 2003**

Work area	African		Coloured		Indian		White		Total		PWD	
	M	F	M	F	M	F	M	F	M	F	M	F
Health care	0	1	0	0	0	0	0	0	0	1	0	0
Public safety/Emergency services	2	1	0	0	0	0	0	1	2	2	0	0
LED	0	0	0	0	0	0	0	0	0	0	0	0
Water conservation/treatment	0	0	0	0	0	0	0	0	0	0	0	0
Waste	1	0	0	0	0	0	0	0	1	0	0	0
Client services	0	4	0	0	0	0	0	0	0	4	0	0
Parks/community facilities	0	0	0	0	0	0	0	0	0	0	0	0
Community development	0	0	0	0	0	0	0	0	0	0	0	0
Public transport	0	0	0	0	0	0	0	0	0	0	0	0
Land management	0	0	0	0	0	0	0	0	0	0	0	0
Housing administration	0	1	0	0	0	0	0	0	0	1	0	0
Environmental management	0	0	0	0	0	0	0	0	0	0	0	0
Roads	0	0	0	0	0	0	0	0	0	0	0	0
Electricity	0	0	0	0	0	0	0	0	0	0	0	0
Information technology	0	0	0	0	0	0	0	0	0	0	0	0
Other (Specify)	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>3</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>0</b>

**SECTION 3.4: Employment profile: Number of INTERNS employed during the year ending 30 June 2003**

Work area	African		Coloured		Indian		White		Total		PWD	
	M	F	M	F	M	F	M	F	M	F	M	F
Health care	0	0	0	0	0	0	0	0	0	0	0	0
Public safety/Emergency services	0	0	0	0	0	0	0	0	0	0	0	0
LED	0	0	0	0	0	0	0	0	0	0	0	0
Water conservation/treatment	0	0	0	0	0	0	0	0	0	0	0	0

**SECTION 3.4: Employment profile: Number of INTERNS employed during the year ending 30 June 2003**

Work area	African		Coloured		Indian		White		Total		PWD	
	M	F	M	F	M	F	M	F	M	F	M	F
Waste	0	0	0	0	0	0	0	0	0	0	0	0
Client services	0	0	0	0	0	0	0	0	0	0	0	0
Parks/community facilities	0	0	0	0	0	0	0	0	0	0	0	0
Community development	0	0	0	0	0	0	0	0	0	0	0	0
Public transport	0	0	0	0	0	0	0	0	0	0	0	0
Land management	0	0	0	0	0	0	0	0	0	0	0	0
Housing administration	0	0	0	0	0	0	0	0	0	0	0	0
Environmental management	0	0	0	0	0	0	0	0	0	0	0	0
Roads	0	0	0	0	0	0	0	0	0	0	0	0
Electricity	0	0	0	0	0	0	0	0	0	0	0	0
Information technology	0	0	0	0	0	0	0	0	0	0	0	0
Other (Specify)	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SECTION 3.5: Number of employees WHO LEFT the organisation in the year ending 30 June 2003**

Reason	Number	Other Reason (specify)	Number
Resigned	16	-	16
Dismissed	3	-	3
Retired	10	-	10
Medical grounds	14	Deceased	14
Retrenched	0	-	0
TOTAL number who left the organisation			43

### SECTION 4: EMPLOYEE QUALIFICATION PROFILE as at 30 June 2003

Employment category	Highest level qualifications held by these employees (show on NQF/NQF equivalent levels)								African		Coloured		Indian		White		Total		PWD		Age categories				
	1	2	3	4	5	6	7	8	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51
<b>Leadership &amp; governance</b>																									
Executive Mayor																									
Mayor									1								1						1		
Councillors									15	9			1		5		21	9	1			3	10	9	8
Chairperson																									
Board Member																									
Other (Specify)																									
<b>Relevance to areas of work</b>																									
<b>Senior officials and managers</b>																									
CEO/MD																									
Executive Directors																									
Directors									4				1				5					1	3	1	
Financial Directors															1		1								1
City/Municipal/District Man									1								1						1		
Department/Division Heads																									
Plant Managers																									
Information technology																									
Deputy Municipal Manager									1								1							1	
Other (Specify)																									
<b>Relevance to areas of work</b>																									
<b>Professionals</b>																									
Health care										3					2		5							1	4
Public safety/ Emgncy serv										1					2		2	1				1	2		
LED									1								1						1		
Water conserve/treatment										1					1		1	1					1		1

### SECTION 4: EMPLOYEE QUALIFICATION PROFILE as at 30 June 2003

Employment category	Highest level qualifications held by these employees (show on NQF/NQF equivalent levels)								African		Coloured		Indian		White		Total		PWD		Age categories						
	1	2	3	4	5	6	7	8	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51		
	Waste																										
Client services																											
Parks/community facilities									1								1							1			
Community development																											
Public transport															1		1								1		
Land management															1		1									1	
Housing administration									1								1					1					
Environmental management																											
Roads															1		1								1		
Electricity																											
Information technology																											
Corporate services									1						2		3							2	1		
Finance									4						5	2	9	2						4	4	3	
Marketing									1								1							1			
Engineering																											
Other (Specify)																											
<b>Relevance to areas of work</b>																											
<b>Technicians/associated prof</b>																											
Health care																											
Public safety/ Emgncy serv																											
LED																											
Water conserve/treatment																											
Waste																											
Client services																											
Parks/community facilities															1		1								1		
Community development																											

**SECTION 4: EMPLOYEE QUALIFICATION PROFILE as at 30 June 2003**

Employment category	Highest level qualifications held by these employees (show on NQF/NQF equivalent levels)								African		Coloured		Indian		White		Total		PWD		Age categories						
	1	2	3	4	5	6	7	8	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51		
	Public transport																										
Land management									2								2					2					
Housing administration																											
Environmental management									1						3		4					1	1	1	1		
Roads																											
Electricity																											
Information technology															1		1									1	
Corporate services									1	1	1						2	1				2	1				
Finance																											
Marketing																											
Engineering																											
Other (Specify)																											
<b>Relevance to areas of work</b>																											
<b>Clerks</b>																											
Health care									2	3							2	3				2	2	1			
Public safety/ Emgncy serv									4	4					2	2	6	6			1	6	2	1	2		
LED									1	2							1	2					2	1			
Water conserve/treatment																											
Waste																											
Client services									4	4				1		2	4	7				2	6	3			
Parks/community facilities									1								1							1			
Community development									2	4				1		2	2	7				2	3	3	1		
Public transport																											
Land management																											
Housing administration									4	3							4	3					6	1			
Environmental management																											

### SECTION 4: EMPLOYEE QUALIFICATION PROFILE as at 30 June 2003

Employment category	Highest level qualifications held by these employees (show on NQF/NQF equivalent levels)								African		Coloured		Indian		White		Total		PWD		Age categories				
	1	2	3	4	5	6	7	8	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51
	Roads																								
Electricity																									
Information technology									1	1					1	1	2					1	2		
Corporate services									7	9				1		5	7	15				8	7	5	2
Finance									22	9					2	7	24	16				11	16	11	2
Marketing									2								2						2		
Engineering															2		2							1	1
Other (Specify)																									
<b>Relevance to areas of work</b>																									
<b>Service workers</b>																									
Health care									1	10						1	1	11					6	3	3
Public safety/ Emgncy serv									12	1	1				6		20	1	1			8	6	4	2
LED																									
Water conserve/treatment																									
Waste																									
Client services																									
Parks/community facilities																									
Community development																									
Public transport																									
Land management																									
Housing administration																									
Environmental management																									
Roads																									
Electricity																									
Information technology																									
Corporate services									1								1						1		

## SECTION 4: EMPLOYEE QUALIFICATION PROFILE as at 30 June 2003

Employment category	Highest level qualifications held by these employees (show on NQF/NQF equivalent levels)								African		Coloured		Indian		White		Total		PWD		Age categories					
	1	2	3	4	5	6	7	8	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51	
Finance																										
Marketing																										
Engineering																										
Other (Specify)																										
<b>Relevance to areas of work</b>																										
<b>Craft &amp; related workers</b>																										
Health care																										
Public safety/ Emgncy serv									3								3							1	2	
LED																										
Water conserve/treatment									27	1					4		32					3	12	6	11	
Waste									5						1		6						1	3	2	
Client services																										
Parks/community facilities									6						2		8					1	2	3	2	
Community development																										
Public transport									6						2		8					1	2	3	2	
Land management																										
Housing administration									1								1								1	
Environmental management																										
Roads									8						2		10						1	3	6	
Electricity									10						6		16					4	7	4	1	
Information technology																										
Corporate services																										
Finance									1								1						1			
Marketing																										
Engineering																										
Other (Specify)																										

**SECTION 4: EMPLOYEE QUALIFICATION PROFILE as at 30 June 2003**

Employment category	Highest level qualifications held by these employees (show on NQF/NQF equivalent levels)								African		Coloured		Indian		White		Total		PWD		Age categories					
	1	2	3	4	5	6	7	8	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51	
	<b>Relevance to areas of work</b>																									
<b>Skilled agric &amp; fishery workers</b>																										
Health care																										
Public safety/ Emgncy serv																										
LED																										
Water conserve/treatment																										
Waste																										
Client services																										
Parks/community facilities																										
Community development																										
Public transport																										
Land management																										
Housing administration																										
Environmental management																										
Roads																										
Electricity																										
Information technology																										
Other (Specify)																										
<b>Relevance to areas of work</b>																										
<b>Plant &amp; machine operators</b>																										
Health care																										
Public safety/ Emgncy serv																										
LED																										
Water conserve/treatment										11						1		12					3	2	7	
Waste										9								9					3	5	1	
Client services											1							1						1		

**SECTION 4: EMPLOYEE QUALIFICATION PROFILE as at 30 June 2003**

Employment category	Highest level qualifications held by these employees (show on NQF/NQF equivalent levels)								African		Coloured		Indian		White		Total		PWD		Age categories					
	1	2	3	4	5	6	7	8	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51	
	Parks/community facilities									10								10							5	4
Community development																										
Public transport																										
Land management																										
Housing administration																										
Environmental management																										
Roads									15						1		16							2	6	8
Electricity																										
Information technology																										
Corporate services										1								1							1	
Finance																										
Marketing																										
Engineering																										
Other (Specify)																										
<b>Relevance to areas of work</b>																										
<b>Elementary occupations</b>																										
Health care										2	12						1	2	13				2	4	4	5
Public safety/ Emgncy serv									10	2						1	11	2					3	7	3	
LED																										
Water conserve/treatment									47						1		48						6	16	14	13
Waste									59	7					1		60	7					7	28	20	11
Client services																										
Parks/community facilities									61	9					2		63	9					9	31	16	16
Community development									5	2							5	2					1	4	1	1
Public transport									2								2						1	1		
Land management																										

**SECTION 4: EMPLOYEE QUALIFICATION PROFILE as at 30 June 2003**

Employment category	Highest level qualifications held by these employees (show on NQF/NQF equivalent levels)								African		Coloured		Indian		White		Total		PWD		Age categories				
	1	2	3	4	5	6	7	8	M	F	M	F	M	F	M	F	M	F	M	F	-20	21-30	31-40	41-50	+51
	Housing administration								9	9							9	9					2	6	3
Environmental management																									
Roads								27	5							27	5	1				6	7	7	12
Electricity								12	1							12	1			1	1	1	6	4	
Information technology																									
Corporate services								1								1							1		
Finance								3								3					1	2			
Marketing								1														1			
Engineering																									
Other (Specify)																									
<b>Relevance to areas of work</b>																									
<b>TOTALS</b>								45	11	3		2	3	58	27	51	14	3		2	99	23	17	14	
								1	4						5	4						9	1	7	

**SECTION 4.1: PROCESS USED TO COMPLETE THE QUALIFICATION PROFILE**

	Yes	No	Comment
Looked at formal qualifications	✓		
Considered all training, both formal and informal	✓		
Interviewed each employee	✓		
Conducted Recognition of Prior Learning (RPL) Process		✓	
Other (Please describe):			

See guidelines for help in completing this table

<b>SECTION 5: NUMBER OF UNFILLED POSITIONS as at 30 June 2003</b>						
	<b>Skills shortages</b>	<b>EE appointment requirement</b>	<b>Other</b>		<b>Total</b>	<b>Recruitment for expansion</b>
<b>Employment category</b>	<b>Number</b>	<b>Number</b>	<b>No</b>	<b>Reason</b>	<b>Number</b>	<b>Number</b>
<b>Leadership &amp; governance</b>						
Executive Mayor	0	0	0	-	0	-
Mayor	0	0	0	-	0	-
Councillors	0	0	0	-	0	-
Chairperson	0	0	0	-	0	-
Board Member	0	0	0	-	0	-
Other	0	0	0	-	0	-
<b>Senior officials and managers</b>						
CEO/MD	0	0	0	-	0	-
Directors	0	0	0	-	0	-
Financial Directors	0	0	0	-	0	-
City/Municipal/District Manager	0	0	0	-	0	-
Department/Division Heads	0	0	0	-	0	-
Plant Managers	0	0	0	-	0	-
Information technology	0	0	0	-	0	-
Other (specify)	0	0	0	-	0	-
<b>Professionals</b>						
Health care	0	0	0	-	2	2
Public safety/Emergency services	0	0	0	-	0	-
LED	0	0	0	-	0	-
Water conservation/treatment	0	0	0	-	0	-
Waste	0	0	0	-	0	-
Client services	0	0	0	-	3	3
Parks/community facilities	0	0	0	-	0	-
Community development	0	0	0	-	0	-
Public transport	0	0	0	-	0	-
Land management	0	0	0	-	0	-

**SECTION 5: NUMBER OF UNFILLED POSITIONS as at 30 June 2003**

Employment category	Skills shortages	EE appointment requirement	Other		Total Number	Recruitment for expansion
	Number	Number	No	Reason		Number
Housing administration	0	0	0	-	0	-
Environmental management	0	0	0	-	0	-
Roads	0	0	0	-	0	-
Electricity	0	0	0	-	2	2
Information technology	0	0	0	-	0	-
Other (specify)	0	0	0	-	0	-
<b>Technicians/associated prof</b>						
Health care	0	0	0	-	0	-
Public safety/Emergency services	0	0	0	-	0	-
LED	0	0	0	-	0	-
Water conservation/treatment	0	0	0	-	0	-
Waste	0	0	0	-	0	-
Client services	0	0		-	1	1
Parks/community facilities	0	0	0	-	0	-
Community development	0	0	0	-	0	-
Public transport	0	0	0	-	0	-
Land management	0	0	0	-	0	-
Housing administration	0	0	0	-	0	-
Environmental management	0	0	0	-	0	-
Roads	0	0	0	-	0	-
Electricity	0	0		-	1	1
Information technology	0	0	0	-	0	-
Other (specify)	0	0	0	-	0	-
<b>Skilled agric &amp; fishery workers</b>						
Health care	0	0	0	-	0	-
Public safety/Emergency services	0	0	0	-	0	-
LED	0	0	0	-	0	-
Water conservation/treatment	0	0	0	-	0	-

**SECTION 5: NUMBER OF UNFILLED POSITIONS as at 30 June 2003**

Employment category	Skills shortages	EE appointment requirement	Other		Total Number	Recruitment for expansion
	Number	Number	No	Reason		Number
Waste	0	0	0	-	0	-
Client services	0	0	0	-	0	-
Parks/community facilities	0	0	0	-	0	-
Community development	0	0	0	-	0	-
Public transport	0	0	0	-	0	-
Land management	0	0	0	-	0	-
Housing administration	0	0	0	-	0	-
Environmental management	0	0	0	-	0	-
Roads	0	0	0	-	0	-
Electricity	0	0	0	-	0	-
Information technology	0	0	0	-	0	-
Other (specify)	0	0	0	-	0	-
<b>Clerks</b>						
Health care	0	0	0	-	1	1
Public safety/Emergency services	0	0	0	-	1	1
LED	0	0	0	-	0	-
Water conservation/treatment	0	0	0	-	0	-
Waste	0	0	0	-	0	-
Client services	0	0	0	-	13	13
Parks/community facilities	0	0	0	-	2	2
Community development	0	0	0	-	0	-
Public transport	0	0	0	-	0	-
Land management	0	0	0	-	0	-
Housing administration	0	0	0	-	0	-
Environmental management	0	0	0	-	0	-
Roads	0	0	0	-	0	-
Electricity	0	0	0	-	0	-
Information technology	0	0	0	-	0	-

**SECTION 5: NUMBER OF UNFILLED POSITIONS as at 30 June 2003**

Employment category	Skills shortages	EE appointment requirement	Other		Total Number	Recruitment for expansion
	Number	Number	No	Reason		Number
<b>Service workers</b>						
Health care	0	0	0	-	1	1
Public safety/Emergency services	0	0	0	-	5	5
LED	0	0	0	-	0	0
Water conservation/treatment	0	0	0	-	0	0
Waste	0	0	0	-	0	0
Client services	0	0	0	-	5	5
Parks/community facilities	0	0	0	-	0	0
Community development	0	0	0	-	0	0
Public transport	0	0	0	-	0	0
Land management	0	0	0	-	0	0
Housing administration	0	0	0	-	0	0
Environmental management	0	0	0	-	0	0
Roads	0	0	0	-	0	0
Electricity	0	0	0	-	0	0
Information technology	0	0	0	-	0	0
Other (specify)	0	0	0	-	0	0
<b>Craft &amp; related workers</b>						0
Health care	0	0	0	-	0	0
Public safety/Emergency services	0	0	0	-	0	0
LED	0	0	0	-	0	0
Water conservation/treatment	0	0	0	-	1	1
Waste	0	0	0	-	0	0
Client services	0	0	0	-	0	0
Parks/community facilities	0	0	0	-	1	1
Community development	0	0	0	-	0	0
Public transport	0	0	0	-	2	2
Land management	0	0	0	-	0	0

**SECTION 5: NUMBER OF UNFILLED POSITIONS as at 30 June 2003**

Employment category	Skills shortages	EE appointment requirement	Other		Total Number	Recruitment for expansion
	Number	Number	No	Reason		Number
Housing administration	0	0	0	-	0	0
Environmental management	0	0	0	-	0	0
Roads	0	0	0	-	0	0
Electricity	0	0	0	-	2	2
Information technology	0	0	0	-	0	0
Other (specify)	0	0	0	-	0	0
<b>Plant, machine operators</b>						
Health care	0	0	0	-	0	0
Public safety/Emergency services	0	0	0	-	0	0
LED	0	0	0	-	0	0
Water conservation/treatment	0	0	0	-	0	0
Waste	0	0		-	1	1
Client services	0	0	0	-	0	0
Parks/community facilities	0	0	0	-	0	0
Community development	0	0	0	-	0	0
Public transport	0	0		-	1	1
Land management	0	0	0	-	0	0
Housing administration	0	0	0	-	0	0
Environmental management	0	0	0	-	0	0
Roads	0	0		-	1	1
Electricity	0	0	0	-	0	0
Information technology	0	0	0	-	0	0
Other (specify)	0	0	0	-	0	0
<b>Elementary occupations</b>						
Health care	0	0	0	-	2	2
Public safety/Emergency services	0	0	0	-	9	9
LED	0	0	0	-	0	0
Water conservation/treatment	0	0	0	-	1	1

**SECTION 5: NUMBER OF UNFILLED POSITIONS as at 30 June 2003**

Employment category	Skills shortages	EE appointment requirement	Other		Total Number	Recruitment for expansion
	Number	Number	No	Reason		Number
Waste	0	0	0	-	2	2
Client services	0	0	0	-	1	1
Parks/community facilities	0	0	0	-	8	8
Community development	0	0	0	-	1	1
Public transport	0	0	0	-	1	1
Land management	0	0	0	-	0	0
Housing administration	0	0	0	-	1	1
Environmental management	0	0	0	-	5	5
Roads	0	0	0	-	2	2
Electricity	0	0	0	-	0	0
Information technology	0	0	0	-	0	0
Other (specify)	0	0	0	-	0	0
<b>Apprentices</b>	0	0	0	-	0	0
<b>TOTALS</b>	0	0	0	-	80	80

## Part 2: Planning

### SECTION 6: STRATEGIC OBJECTIVES for the period 01 July 2003 to 30 June 2004

See guidelines for help in filling out these tables

Please note: The information in this table should inform the priorities identified in table 7.2

#### SECTION 6.1: STRATEGIC OBJECTIVES FOR MUNICIPALITIES for the period 01 July 2003 to 30 June 2004

Global context IDP objectives	Operational context Municipal objectives	Enabling context Training and skills development objectives	Transformation context Employment equity objectives	Sector skills plan priorities
<u>Engineering</u>	<u>Engineering</u>	<u>Engineering</u>	<u>Engineering</u>	<u>Engineering</u>
1. Adequate clean water supply in accordance with legal requirements.	1. Adequate clean water supply in accordance with legal requirements.	<ul style="list-style-type: none"> <li>Water purification training</li> <li>Operator (Water and Sewer Purification)</li> <li>Plumbing</li> <li>Pipe blockages</li> </ul>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	1. Water purification & sanitation techniques 2. Water treatment processes
2. An operational water supply network.	2. An operational water supply network.	<ul style="list-style-type: none"> <li>Pipe laying / repairs</li> </ul>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
3. Design and implementation of effective storm water drainage and kerbing.	2. Design and implementation of effective storm water drainage and kerbing.	<ul style="list-style-type: none"> <li>Kerbs Laying</li> <li>Laying of storm water pipes</li> <li><b>Bsc. Civil Engineering</b></li> </ul>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
4. Prevention of water losses.	3. Prevention of water losses.	<ul style="list-style-type: none"> <li>Water meters repairs</li> </ul>	30% - Workforce should be women	1. Water conservation skills

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			80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
5. Effective resurfaced roads, repair of potholes and repair road surface program.	4. Effective resurfaced roads, repair of potholes and repair road surface program.	<ul style="list-style-type: none"> <li>• Potholes repairs</li> </ul>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
6. An operational electricity supply network and other support systems to ensure effective electricity supply	5. An operational electricity supply network and other support systems to ensure effective electricity supply	<ul style="list-style-type: none"> <li>• General maintenance</li> <li>• Switching</li> <li>• Safety</li> <li>• <b>Diploma Electrical Engineering</b></li> <li>• Management skills</li> <li>• Supervisory skills</li> </ul>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	1. Technical skills
<b><u>Community &amp; Health</u></b>	<b><u>Community &amp; Health</u></b>	<b><u>Community &amp; Health</u></b>	<b><u>Community &amp; Health</u></b>	<b><u>Community &amp; Health</u></b>
7. Development and maintenance of parks and public spaces	6. Development and maintenance of parks and public spaces	<ul style="list-style-type: none"> <li>• Professional grass cutting techniques</li> <li>• Chainsaw training</li> <li>• <b>Master Degree in Public Health</b></li> </ul>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	1. Landscaping
8. Efficient housing and estate administration	7. Efficient housing and estate administration	<ul style="list-style-type: none"> <li>• Housing project management</li> </ul>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
<b><u>Marketing &amp; Communication</u></b>	<b><u>Marketing &amp; Communication</u></b>	<b><u>Marketing &amp; Communication</u></b>	<b><u>Marketing &amp; Communication</u></b>	<b><u>Marketing &amp; Communication</u></b>
9. Sport promotion and	8. Sport promotion and	<ul style="list-style-type: none"> <li>• Sports Management</li> </ul>	30% - Workforce should be women	

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development	development	<ul style="list-style-type: none"> <li>National Diploma in Marketing</li> </ul>	<p>80% - Workforce should be people from designated groups.</p> <p>20% - None designated</p> <p>2% - Workforce should be people with disabilities.</p>	
10. Effective library service	9. Effective library service	<ul style="list-style-type: none"> <li>Librarian training</li> </ul>	<p>30% - Workforce should be women</p> <p>80% - Workforce should be people from designated groups.</p> <p>20% - None designated</p> <p>2% - Workforce should be people with disabilities.</p>	
11. Management control of hawkers	10. Management control of hawkers	<ul style="list-style-type: none"> <li>Management (General, Marketing &amp; LED)</li> <li>Programme in Marketing &amp; Research</li> </ul>	<p>30% - Workforce should be women</p> <p>80% - Workforce should be people from designated groups.</p> <p>20% - None designated</p> <p>2% - Workforce should be people with disabilities.</p>	1. Economic & LED Knowledge (GIS)
<b><u>Public Safety</u></b>	<b><u>Public Safety</u></b>	<b><u>Public Safety</u></b>	<b><u>Public Safety</u></b>	<b><u>Public Safety</u></b>
12. Fire prevention and fire fighting service.	11. Fire prevention and fire fighting service.	<ul style="list-style-type: none"> <li>Fire fighter 1 &amp; 2 course</li> <li>B-Tech Degree in Fire Technology</li> </ul>	<p>30% - Workforce should be women</p> <p>80% - Workforce should be people from designated groups.</p> <p>20% - None designated</p> <p>2% - Workforce should be people with disabilities.</p>	1. Fire fighting skills
13. Rescue service	12. Rescue service	<ul style="list-style-type: none"> <li>Trench Rescue</li> <li>Fire Search and Rescue</li> <li>High Angle 1 Rescue</li> <li>Structure Collapse Rescue</li> </ul>	<p>30% - Workforce should be women</p> <p>80% - Workforce should be people from designated groups.</p> <p>20% - None designated</p> <p>2% - Workforce should be people with disabilities.</p>	1. Rescue skills
14. Ambulance service	13. Ambulance service	<ol style="list-style-type: none"> <li>Basic Ambulance Assistance Course</li> <li>Emergency Care Assistant</li> </ol>	<p>30% - Workforce should be women</p> <p>80% - Workforce should be people from designated groups.</p> <p>20% - None designated</p>	1. Ambulance and life support skills

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			2% - Workforce should be people with disabilities.	
15. Traffic control	14. Traffic control	1. Traffic Officer training 2. Accident reconstruction and investigation training	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	1. Investigation skills
<b>16. Licensing service</b>	<b>15. Licensing service</b>	<b>1. Natis training</b> <b>2. Diploma in Licensing</b> <b>3. Examiner for drivers license</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
<b>17. Vehicle testing station</b>	<b>16. Vehicle testing station</b>	<b>1. Examiner of motor vehicle course</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
<u><b>Corporate Services</b></u>	<u><b>Corporate Services</b></u>	<u><b>Corporate Services</b></u>	<u><b>Corporate Services</b></u>	<u><b>Corporate Services</b></u>
<b>18. Effective human resource service</b>	<b>18. Effective human resource service</b>	<b>1. Assessor training</b> <b>2. Moderator training</b> <b>3. SDF training</b> <b>4. Minute taking training</b> <b>5. Programme in Human Resources Management</b> <b>4. Labour Relations Management Programme</b> <b>5. Business Management Programme</b> <b>6. M-Tech in Business Administration</b> <b>7. Bcom. Degree in Business</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	1. ABET

		<b>Management</b>		
<b>19. Effective legal support</b>	<b>19. Effective legal support</b>	<b>1. National Diploma in Law</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
<b>18. Effective internal and external communication system</b>	<b>20. Effective internal and external communication system</b>	<b>1. Telephone etiquette</b> <b>2. Secretarial training</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
<b>20. Corporate information infrastructure</b>	<b>21. Corporate information infrastructure</b>	<b>1. Computer Training</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	1. ICT skills
<u><b>Finance</b></u>	<u><b>Finance</b></u>	<u><b>Finance</b></u>	<u><b>Finance</b></u>	<u><b>Finance</b></u>
<b>21. Compilation and reconciliation within legal framework</b>	<b>22. Compilation and reconciliation within legal framework</b>	<b>1. Bcom. Accounting</b> <b>2. B-Tech Degree Public Management</b> <b>3. Certificate in Practical Accounting</b> <b>4. National Diploma in Accounting</b> <b>5. GAMAP (Municipal Finance Management and Budgets)</b> <b>6. Financial Accounting (Municipal)</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	<b>1. Financial management skills</b>
<b>22. Budgets Control</b>	<b>23. Budgets Control</b>	<b>1. GAMAP (Municipal Finance Management and Budgets)</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	

<b>23. Completion and timely submission of statutory and statistical returns</b>	<b>24. Completion and timely submission of statutory and statistical returns</b>	<b>1. GAMAP (Municipal Finance Management and Budgets)</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
<b>24. Proper debt management procedures</b>	<b>25. Proper debt management procedures</b>	<b>1. Credit Control</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
<b>25. Effective supply levels at stores and issuing thereof</b>	<b>26. Effective supply levels at stores and issuing thereof</b>	<b>1. Stores management</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	
<b>26. Proper and effective assets register</b>	<b>27. Proper and effective assets register</b>	<b>1. Computer training (Venus) 2. GAMAP (Municipal Finance Management and Budgets)</b>	30% - Workforce should be women 80% - Workforce should be people from designated groups. 20% - None designated 2% - Workforce should be people with disabilities.	<b>1. ICT skills</b>
<b>NOTES</b>	<b>NOTES</b>	<b>NOTES</b>	<b>NOTES</b>	<b>NOTES</b>

## SECTION 6.1a: MEASURES OF SUCCESS FOR MUNICIPAL OBJECTIVES

*For municipalities only*

1. Quantify the objectives outlined above into components for measuring successful achievement (targets).
2. List the targets in the order that reflects the priority hierarchy in the table above
3. Link the targets across the operational, enabling and transformation contexts.

Global context IDP objectives: targets and measures of success	Operational context Municipal objectives: targets and measures of success	Enabling context Training and skills development objectives: targets and measures of success	Transformation context Employment equity objectives: targets and measures of success	Notes (e.g. Special projects, links to, etc)
	1. All municipal objectives indicated above are a five-year plan. (Nov. 2002 – Nov.2007)	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)  20% - None designated. (September 2007)  2% - Workforce should be people with disabilities. (September 2007)	
	2. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)  20% - None designated. (September 2007)  2% - Workforce should be people with disabilities. (September 2007)	
	3. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people	

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			<p>from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	4. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	5. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	6. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	

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			with disabilities. (September 2007)	
	7. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)  20% - None designated. (September 2007)  2% - Workforce should be people with disabilities. (September 2007)	
	8. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)  20% - None designated. (September 2007)  2% - Workforce should be people with disabilities. (September 2007)	
	9. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)  20% - None designated. (September 2007)  2% - Workforce should be people with disabilities. (September 2007)	
	10. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)	

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			<p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	11. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	12. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	13. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p>	

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			2007) 2% - Workforce should be people with disabilities. (September 2007)	
	14. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)  20% - None designated. (September 2007)  2% - Workforce should be people with disabilities. (September 2007)	
	15. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)  20% - None designated. (September 2007)  2% - Workforce should be people with disabilities. (September 2007)	
	16. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)  20% - None designated. (September 2007)  2% - Workforce should be people with disabilities. (September 2007)	
	17. November 2002 - November 2007	All training and skills development objectives are running for the current	30% - Workforce should be women within a 5yr period. (September	

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	2007	financial year being June 2003 – June 2004.	2007) 80% - Workforce should be people from designated groups. (September 2007) 20% - None designated. (September 2007) 2% - Workforce should be people with disabilities. (September 2007)	
	18. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007) 20% - None designated. (September 2007) 2% - Workforce should be people with disabilities. (September 2007)	
	19. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007) 20% - None designated. (September 2007) 2% - Workforce should be people with disabilities. (September 2007)	
	20. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	30% - Workforce should be women within a 5yr period. (September 2007)  80% - Workforce should be people from designated groups. (September 2007)	

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			<p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	21. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	22. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	23. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	

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	24. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	25. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	26. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people from designated groups. (September 2007)</p> <p>20% - None designated. (September 2007)</p> <p>2% - Workforce should be people with disabilities. (September 2007)</p>	
	27. November 2002 - November 2007	All training and skills development objectives are running for the current financial year being June 2003 – June 2004.	<p>30% - Workforce should be women within a 5yr period. (September 2007)</p> <p>80% - Workforce should be people</p>	

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			from designated groups. (September 2007) 20% - None designated. (September 2007) 2% - Workforce should be people with disabilities. (September 2007)	
NOTES	NOTES	NOTES	NOTES	NOTES

**SECTION 6.2: STRATEGIC OBJECTIVES FOR WATER UTILITIES AND OTHER ENTERPRISES  
for the period 01 July 2003 to 30 June 2004**

See guidelines for help in filling out these tables  
Please note: The information in this section should inform the priorities identified in section 7.2

Operational context Utility's objectives	Enabling context Training and skills development objectives	Transformation context Employment equity objectives	Global context LGWSETA Sector Skills Plan priorities
1.			
2.			
3.	<b>N/A</b>		
4.			
5.			
6.			
7.			
NOTES	NOTES	NOTES	NOTES

**SECTION 6.2a: MEASURES OF SUCCESS FOR UTILITY OBJECTIVES**

*For water companies and other enterprises/companies only*

1. Quantify the objectives outlined above into targets, that is, your component for measuring achievement.
2. List the targets in order of priority.
3. Link the targets across the operational, enabling and transformation contexts.)

Operational context Utility's objectives: targets and measures of success	Enabling context Training and skills development objectives: targets and measures of success	Transformation context Employment equity objectives: targets and measures of success	Notes and comments
1.			
2.			
3.			
4.			
5.	<b>N/A</b>		
6.			
7.			
8.			
9.			
10.			
NOTES	NOTES	NOTES	

**SECTION 7: ANNUAL TRAINING AND SKILLS DEVELOPMENT PRIORITIES  
for the period 01 July 2003 to 30 June 2004**

**SECTION 7.1: Learnerships, skills programmes and apprenticeships managed by the enterprise**

<b>Title</b>	<b>Learnership</b>	<b>Skills Programme</b>	<b>Apprenticeship</b>	<b>SETA this is registered with</b>
Certificate Computer Programming	1	-	-	ISETT
Certificate IT Technician	1	-	-	ISETT
Certificate Programming	1	-	-	ISETT
Diploma Programming	1	-	-	ISETT
National Certification Information Technology: Systems Development	1	-	-	ISETT
National Certification Information Technology: Technical Support	1	-	-	ISETT
Local Government Finance and Accounting	6	-	-	LGWSETA
National Certificate in Electrical Engineering	7	-	-	LGWSETA
Waste Water Services Hand	4	-	-	LGWSETA
Water Process Control	2	-	-	LGWSETA
Human Resources Management	6	-	-	PSETA
Project Management	5	-	-	PSETA
Marketing Communication	2	-	-	PSETA
Construction Roadworker ( Road Reserve Maintenance)	1	-	-	CETA
Construction Roadworker (Road Surface Maintenance)	2	-	-	CETA
Construction Supervisor (Labour Intensive Construction – Water sanitation)	1	-	-	CETA
Construction Supervisor (Labour Intensive Construction – Roads and Storm water)	1	-	-	CETA
Construction Supervisor (Water and Waste Water)	1	-	-	CETA
Secretarial / Administration Services	5	-	-	SERVICES

**SECTION 7.2: TRAINING INTERVENTIONS PLANNED for the period 01 July 2003 to 30 June 2004**

See guidelines for help in filling out this table

Note that the priorities identified in column 1 of this section must be indicated in column 2 of section 8

Skills Priority no	Training and skills development interventions in the area of ...	Number of interventions planned for the period 01 July 2003 to 30 June 2004									Information about interventions						
		General (GET) band	Further Education and Training (FET) band				Higher Education and Training (HET) band				Unknown	Number that include SAQA registered Unit Standards		Part of a Learnership	Part of a Skills Prog	Apprentice-ship	
		Up to NQF Level 1	NQF level 2	NQF level 3	NQF level 4	NQF level 5	NQF level 6	NQF level 7	NQF level 8	Yes		No					
7	Mechanic skills										✓						
2	Operator (Water and Sewer Purification)					7						✓					
3	Plumbing					7											
4	Pipe blockages					7											
4	Kerbs Laying			4													
4	Pipe laying / repairs			7													
4	Laying of storm water pipes			5													
4	Water meters repairs			7													
4	Potholes repairs			7													
4	Switching										✓						
8	General maintenance										✓						
4	Safety										✓						
3	Management skills					8						✓					
7	Mechanical skills																
7	Supervisory skills										✓						
7	Professional grass cutting techniques																
6	Chainsaw training																
4	Housing project management					3						✓					
5	Sports Management																

Local Government, Water and Related Services SETA Workplace Skills Plan: 01 July 2003 – 30 June 2004

Skills Priority no	Training and skills development interventions in the area of ...	Number of interventions planned for the period 01 July 2003 to 30 June 2004									Information about interventions						
		General (GET) band	Further Education and Training (FET) band				Higher Education and Training (HET) band				Unknown	Number that include SAQA registered Unit Standards		Part of a Learnership	Part of a Skills Prog	Apprentice-ship	
		Up to NQF Level 1	NQF level 2	NQF level 3	NQF level 4	NQF level 5	NQF level 6	NQF level 7	NQF level 8	Yes		No					
3	Librarian training																
3	Management (General, Marketing & LED)					2						✓					
2	Fire fighter 1 & 2 course																
2	Emergency Care Assistant																
2	Basic Ambulance Assistance Course																
2	Trench Rescue																
2	Structure Collapse Rescue																
2	Fire Search and Rescue																
2	High Angle 1 Rescue																
2	Traffic Officer training																
2	Accident reconstruction and investigation training																
2	Natis training																
2	Examiner of motor vehicle course																
2	Examiner for drivers license																
2	Assessor training				2							✓					
2	Moderator training				1							✓					
2	SDF training					3						✓					
6	Minute taking training																
5	Telephone etiquette																
5	Secretarial training																
4	Computer Training																

Local Government, Water and Related Services SETA Workplace Skills Plan: 01 July 2003 – 30 June 2004

Skills Priority no	Training and skills development interventions in the area of ...	Number of interventions planned for the period 01 July 2003 to 30 June 2004									Information about interventions					
		General (GET) band	Further Education and Training (FET) band				Higher Education and Training (HET) band				Unknown	Number that include SAQA registered Unit Standards		Part of a Learnership	Part of a Skills Prog	Apprentice-ship
		Up to NQF Level 1	NQF level 2	NQF level 3	NQF level 4	NQF level 5	NQF level 6	NQF level 7	NQF level 8	Yes		No				
3	Financial Accounting (Municipal)				3	4						✓				
3	Municipal Finance Management and Budgets (GAMAP)															
4	Cashier training															
4	Credit Control															
3	Stores management															
4	Computer training (Venus)															
8	Marketing Management															
8	Tourism & Sport Development															
8	Communication Skills							32				✓				
8	Customer Service Excellence															
8	Conflict Management							32				✓				
8	People Management															
8	Financial Management							32				✓				
8	Strategic Planning															
8	Performance Management							32				✓				
8	Advanced Projects Management							32				✓				
	<b>Bursaries</b>															
1	Programme in Human Resources Management				1							✓				
1	National Diploma in Accounting					1						✓				
1	Certificate in Practical Accounting				1							✓				
1	B-Tech Degree Public Management							1				✓				

Local Government, Water and Related Services SETA Workplace Skills Plan: 01 July 2003 – 30 June 2004

Skills Priority no	Training and skills development interventions in the area of ...	Number of interventions planned for the period 01 July 2003 to 30 June 2004									Information about interventions					
		General (GET) band	Further Education and Training (FET) band				Higher Education and Training (HET) band				Unknown	Number that include SAQA registered Unit Standards		Part of a Learnership	Part of a Skills Prog	Apprentice-ship
		Up to NQF Level 1	NQF level 2	NQF level 3	NQF level 4	NQF level 5	NQF level 6	NQF level 7	NQF level 8	Yes		No				
1	Bcom. Accounting						2					✓				
1	National Diploma in Law					1						✓				
1	Bcom. Degree in Business Management						1					✓				
1	M-Tech in Business Administration							1				✓				
1	Business Management Programme				2							✓				
1	Labour Relations Management Programme				1							✓				
1	Diploma in Licensing					1						✓				
1	B-Tech Degree in Fire Technology						1					✓				
1	Programme in Marketing & Research				1							✓				
1	National Diploma in Marketing					1						✓				
1	Master Degree in Public Health							1				✓				
1	Diploma Electrical Engineering					1						✓				
1	B - Tech Electrical Engineering						2					✓				
1	Bsc. Civil Engineering						1					✓				
<b>TOTALS</b>																

See guidelines for help in filling out this table

SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004																	
Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level								Duration of intervention			Indicative spend per level - R	
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks		months
<b>Leadership &amp; governance</b>																	R
Executive Mayor																	
Mayor																	
Councillors	8	32		✓						✓							
Chairperson																	
Board member																	
Other																	
<b>Senior officials/ managers</b>																	R
CEO/MD																	
Directors	1																
Financial Directors	3																
City/Municipal/District manager																	
Department/Division Heads																	
Plant Managers																	
Information technology																	
Other (Specify)																	
<b>Professionals</b>																	R
Health care	4	1	✓										✓	5			
Public safety/Emergency services	1	1							✓							12	
LED	4	1	✓										✓	5			
Water conservation/treatment	3	2											✓	3			

## SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004

Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level									Duration of intervention			Indicative spend per level - R
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks	months	
Waste																	
Client services																	
Parks/community facilities	4	1	✓										✓	5			
(Asst. Director)	5	1		✓					✓					12			
Community development																	
Public transport																	
Land management	3	1		✓					✓					4			
Housing administration	1	1		✓						✓				3		12	
(Asst. Director)	4	1	✓										✓	5			
(Asst. Director)	4	1		✓					✓					3			
Environmental management																	
Roads	3	1		✓									✓	3			
Electricity																	
Information technology																	
Corporate services																	
Finance (Asst. Director, Deputy Director x2)	3	3		✓													
(Accountants)	3	4		✓													
(Chief Accountant)	3	1		✓				✓								12	
Marketing	3	2		✓									✓	3			
(Asst Director Marketing)	4		✓										✓	5			
Engineering																	
Other (Specify)																	
<b>Technicians/associated proffs</b>																	R
Health care																	

## SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004

Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level									Duration of intervention			Indicative spend per level - R
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks	months	
Public safety/Emergency services																	
LED																	
Water conservation/treatment																	
Waste																	
Client services																	
Parks/community facilities																	
Community development																	
Public transport																	
Land management																	
Housing administration																	
Environmental management	4	3	✓										✓	5			
Roads																	
Electricity																	
Information technology																	
Corporate services	2	2		✓					✓				4				
(Training Officer)	4	1	✓										✓	5			
Finance																	
Marketing																	
Engineering																	
Other (Specify)																	
<b>Skilled agric &amp; fishery workers</b>																	R
Health care																	
Public safety/Emergency services																	
LED																	
Water conservation/treatment																	

## SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004

Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level									Duration of intervention			Indicative spend per level - R
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks	months	
Waste																	
Client services																	
Parks/community facilities																	
Community development																	
Public transport																	
Land management																	
Housing administration																	
Environmental management																	
Roads																	
Electricity																	
Information technology																	
Other (Specify)																	
<b>Clerks</b>																	R
Health care	1	1		✓						✓						12	
Public safety/Emergency services	2	3		✓			✓										
LED	4	2	✓										✓	5			
Water conservation/treatment																	
Waste																	
Client services	4	2	✓										✓	5			
(Cashiers)	4	2		✓									✓	1			
(Secretary)	1	1								✓						12	
Parks/community facilities																	
Community development	3	2		✓						✓						12	
Public transport																	
Land management																	

## SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004

Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level								Duration of intervention			Indicative spend per level - R	
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks		months
Housing administration	4	6	✓										✓	5			R
(Housing Officer)	4	1		✓					✓					3			
Environmental management																	
Roads																	
Electricity																	
Information technology																	
Corporate services	1	4		✓				✓									
(PA)	1	1		✓					✓							12	
(Personnel Officer)	2	1		✓					✓					4			
(Personnel Officer)	2	1		✓			✓							4			
(Typist, Clerks)	4	6	✓										✓	5			
(Typist)	5	2		✓				✓						10			
(Switchboard Operator)	5	1		✓		✓								2			
(Admin Officer, Relief Clerk)	6	2						✓						1			
Finance	1	1		✓					✓							12	
(Clerical Assistants)	1	2		✓				✓								12	
(Clerks)	3	2		✓				✓								12	
(Clerks)	3	3		✓		✓								3			
(Snr. Clerk)	4	1		✓		✓								3			
(Snr. Clerk)	4	10		✓		✓								2			
Marketing	4	3	✓										✓	5			
(Admin Officer)	5	1		✓				✓							3		
Engineering																	
Other (Specify)																	
<b>Service workers</b>																	R

## SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004

Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level								Duration of intervention			Indicative spend per level - R	
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks		months
Health care																	
Public safety/Emergency services	1	1		✓						✓							
(Traffic Officer)	2	6		✓									✓			5	
(Fire Fighter)	2	11		✓				✓								6	
LED																	
Water conservation/treatment																	
Waste																	
Client services																	
Parks/community facilities																	
Community development																	
Public transport																	
Land management																	
Housing administration																	
Environmental management																	
Roads																	
Electricity																	
Information technology																	
Other (Specify)																	
<b>Craft &amp; related workers</b>																	<b>R</b>
Health care																	
Public safety/Emergency services																	
LED																	
Water conservation/treatment	2	7		✓													
(Special Workman)	3	7		✓													
(Special Workman)	4	12		✓													

## SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004

Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level								Duration of intervention			Indicative spend per level - R	
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks		months
(Superintendents + Asst.)	7	5		✓													
(Superintendents + Asst.)	8	5		✓													
Waste																	
Client services																	
Parks/community facilities	4	1	✓										✓	5			
(Team Leader)	6	1	✓										✓	3			
(Team Leader)	7	1	✓										✓	2			
(Special Workman)	7	2		✓													
Community development																	
Public transport	7	2		✓													
Land management																	
Housing administration																	
Environmental management																	
Roads (Superintendents + Asst.)	4	2		✓		✓											
(Superintendents + Asst.)	7	2		✓													
(Superintendents)	8	1		✓		✓											
Electricity (Superintendent Elec. + Electrical Technician)	3	2		✓													
Information technology	4	11		✓		✓											
Other (Specify)																	
<b>Plant, machine operators</b>																	R
Health care																	
Public safety/Emergency services																	
LED																	
Water conservation/treatment																	

## SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004

Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level								Duration of intervention			Indicative spend per level - R	
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks		months
Waste																	
Client services																	
Parks/community facilities																	
Community development																	
Public transport																	
Land management																	
Housing administration																	
Environmental management																	
Roads																	
Electricity																	
Information technology																	
Other (Specify)																	
<b>Elementary occupations</b>																	R
Health care																	
Public safety/Emergency services	2	4		✓													
LED																	
Water conservation/treatment (General Worker / Water)	4	2		✓													
(General Worker / Water)	7	1		✓													
Waste																	
Client services																	
Parks/community facilities (General Worker / Parks)	6	10	✓										✓				
(General Workers / Parks)	7	18	✓										✓				

## SECTION 8: EDUCATION AND TRAINING REQUIRED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2003 to 30 June 2004

Kind and number of beneficiaries			Nature of learning intervention		... if formal, at NQF level								Duration of intervention			Indicative spend per level - R	
Employment category	Skills Priority No. (Section 7.2)	No. to receive training	Informal: (defined in guidelines)	Formal: in-house or external institution	1	2	3	4	5	6	7	8	Not NQF linked	days	weeks		months
(Caretaker + General Worker)	7	5		✓													
Community development																	
Public transport																	
Land management																	
Housing administration	4	1		✓													
Environmental management																	
Roads	4	6		✓													
Electricity																	
Information technology																	
Corporate services	4	1	✓										✓				
Finance																	
Marketing	4	1	✓										✓				
Engineering																	
Other (Specify)																	
<b>Apprentices</b>																	R
<b>TOTALS</b>																	R

**SECTION 9: NUMBER OF BENEFICIARIES TO BE TRAINED during the period 01 July 2003 to 30 June 2004**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21 -30	31 - 40	41 - 50	+51	
<b>Leadership &amp; governance</b>																		
Executive Mayor																		
Mayor	1								1						1			
Councillors	15	9			1		5		21	9	1		3	10	9	8		
Chairperson	1								1					1				
Board member																		
Other (Specify)																		
<b>Senior officials/ managers</b>																		
CEO/MD																		
Directors	1								1					1				
Financial Directors							1		1									1
City/Municipal/District managers																		
Department/Division Heads																		
Plant Managers																		
Information technology																		
Other (Specify)																		
<b>Professionals</b>																		
Health care		1								1								1
Public safety/Emergency services		1								1			1					
LED	1								1					1				
Water conservation/treatment		1					1		1	1			1			1		
Waste																		
Client services																		
Parks/community facilities	2								2					2				
Community development																		
Public transport																		
Land management							1		1									1

**SECTION 9: NUMBER OF BENEFICIARIES TO BE TRAINED during the period 01 July 2003 to 30 June 2004**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21 -30	31 - 40	41 - 50	+51	
Housing administration	3								3					3				
Environmental management																		
Roads							1		1							1		
Electricity																		
Information technology																		
Corporate services																		
Finance	4	1					1	2	5	3					6	2		
Marketing	3								3					1	2			
Engineering																		
Other (Specify)																		
<b>Technicians/associated prof</b>																		
Health care																		
Public safety/Emergency services																		
LED																		
Water conservation/treatment																		
Waste																		
Client services																		
Parks/community facilities																		
Community development																		
Public transport																		
Land management																		
Housing administration																		
Environmental management	1						2		3					1	1	1		
Roads																		
Electricity																		
Information technology																		
Corporate services	3		3				2		8					4	4	1		
Finance																		

**SECTION 9: NUMBER OF BENEFICIARIES TO BE TRAINED during the period 01 July 2003 to 30 June 2004**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21 -30	31 - 40	41 - 50	+51	
Marketing																		
Engineering																		
Other (Specify)																		
<b>Skilled agric &amp; fishery workers</b>																		
Health care																		
Public safety/Emergency services																		
LED																		
Water conservation/treatment																		
Waste																		
Client services																		
Parks/community facilities																		
Community development																		
Public transport																		
Land management																		
Housing administration																		
Environmental management																		
Roads																		
Electricity																		
Information technology																		
Other (Specify)																		
<b>Clerks</b>																		
Health care	1								1					1				
Public safety/Emergency services	2	1							2	1				2	1			
LED		2								2					2			
Water conservation/treatment																		
Waste																		
Client services		2				1		1		4				1	2	1		
Parks/community facilities																		

**SECTION 9: NUMBER OF BENEFICIARIES TO BE TRAINED during the period 01 July 2003 to 30 June 2004**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories				
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21 -30	31 - 40	41 - 50	+51
Community development	1	1							1	1					1	1	
Public transport																	
Land management																	
Housing administration	4	3							4	3					6	1	
Environmental management																	
Roads																	
Electricity																	
Information technology																	
Corporate services	3	12				2		2	3	16				8	4	4	3
Finance	10	5						4	10	9				10	6	3	
Marketing	4								4					1	3		
Engineering																	
<b>Service workers</b>																	
Health care																	
Public safety/Emergency services	17	5						9	26	5				21	12		
LED																	
Water conservation/treatment																	
Waste																	
Client services																	
Parks/community facilities																	
Community development																	
Public transport																	
Land management																	
Housing administration																	
Environmental management																	
Roads																	
Electricity																	
Information technology																	

**SECTION 9: NUMBER OF BENEFICIARIES TO BE TRAINED during the period 01 July 2003 to 30 June 2004**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21 -30	31 - 40	41 - 50	+51	
Other (Specify)																		
<b>Craft &amp; related workers</b>																		
Health care																		
Public safety/Emergency services																		
LED																		
Water conservation/treatment	49						8		57					3	21	15	18	
Waste																		
Client services																		
Parks/community facilities	5								5						3	1	1	
Community development																		
Public transport	2								2					1	1			
Land management																		
Housing administration																		
Environmental management																		
Roads							6		6									6
Electricity	15						14		29						22	7		
Information technology																		
Corporate services																		
Finance																		
Marketing																		
Engineering																		
Other (Specify)																		
<b>Plant, machine operators</b>																		
Health care																		
Public safety/Emergency services																		
LED																		
Water conservation/treatment																		
Waste																		

**SECTION 9: NUMBER OF BENEFICIARIES TO BE TRAINED during the period 01 July 2003 to 30 June 2004**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21 -30	31 - 40	41 - 50	+51	
Client services																		
Parks/community facilities																		
Community development																		
Public transport																		
Land management																		
Housing administration																		
Environmental management																		
Roads																		
Electricity																		
Information technology																		
Other (Specify)																		
<b>Elementary occupations</b>																		
Health care																		
Public safety/Emergency services	10								10					4	6			
LED																		
Water conservation/treatment	3								3					1	1			1
Waste																		
Client services																		
Parks/community facilities	29								29					4	18	6		1
Community development																		
Public transport																		
Land management																		
Housing administration	1								1						1			
Environmental management																		
Roads	7								7						1	3		3
Electricity																		
Information technology																		
Corporate service		1								1						1		

**SECTION 9: NUMBER OF BENEFICIARIES TO BE TRAINED during the period 01 July 2003 to 30 June 2004**

Employment category	African		Coloured		Indian		White		Total		PWD		Age categories					
	M	F	M	F	M	F	M	F	M	F	M	F	-20	21 -30	31 - 40	41 - 50	+51	
Finance																		
Marketing		1						1									1	
Engineering																		
Other (Specify)																		
<b>Apprentices</b>																		
<b>External Students</b>	3	3							3	3								
<b>TOTALS</b>	<b>201</b>																	

See guidelines for help in filling out this table

To ensure provision of quality education and training, enterprises should use providers that are either approved or accredited by an ETQA body.

### SECTION 10: QUALITY ASSURANCE – Providers to be used for planned training and development activities

Name of provider	Level of accreditation	Accredited by	QA mechanism used by provider	Qualifications offered by provider
1. Sinamandla Africa Labour Association		LGWSETA		1. SDF Training 2. Financial Management Training 3. LED 4. etc
2. Masima Training SA CC		CETA		
3. Eskom Learning institute				
4. Lootenburg Edufarm				
5. Sasol				1. Fire fighter 1 & 2 training 2. Basic Ambulance Assistance training 3. Fire Search and Rescue 4. High Angle 1 Rescue
6. Boukenhout Traffic College				1. Traffic Officer Training 2. Examiner of motor vehicle training 3. Examiner of drivers license
7. Comprex Africa				1. Computer training
8. IMFO				1. Municipal Financial 2. GAMAP
9. Centre for Logistics Excellence				1. Store management training

**SECTION 10: QUALITY ASSURANCE – Providers to be used for planned training and development activities**

10. Marcus Evans				<ol style="list-style-type: none"> <li>1. Minute taking training</li> <li>2. Telephone etiquette</li> </ol>
11. Technikon Pretoria				<ol style="list-style-type: none"> <li>1. Accident reconstruction and investigation training</li> </ol>
12.				
13.				
14.				
15.				

Note: If any provider is not accredited, please indicate how the enterprise intends to ensure quality outcomes.