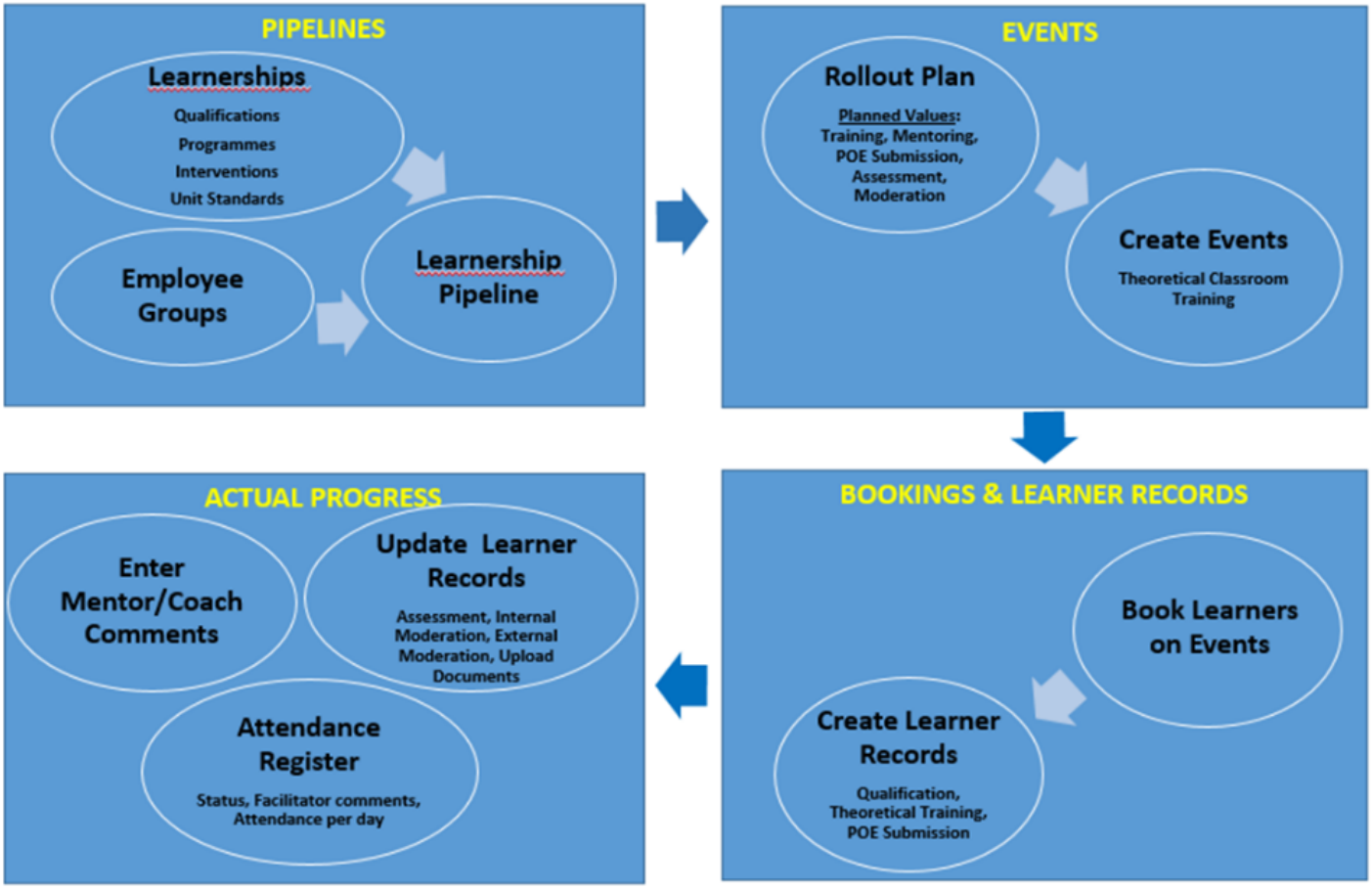
Working with the Learnership Module

Steps in the Learnership Process



Steps in the Learnership Process

The following detail steps illustrate the typical Learnership process in the Signify System. A Learning Administrator will have access to perform the following actions:

1. Master data is created for the Learnership linked to a qualification, programmes, interventions and unit standards.
2. Facilitators, assessors, moderators, mentors and coaches are defined in the master data catalogue.
3. A learner group is created.

4. Create a pipeline by linking the learner group to a Learnership.
5. A planned schedule with training dates for all programmes on the Learnership. (Rollout Plan) is created manually. All the learners registered for the Learnership can now receive a Learnership Rollout Plan.
6. An automated procedure creates a relationship link between the Line Manager and Employee’s POE training interventions. The Learning Administrator can also manually link mentors/coaches to the employee’s training interventions.
7. Training events for all the programmes are created for the Learnership using a bulk procedure.
8. All the learners on the Learnership pipeline are booked on events, by using a bulk procedure.
9. Learner records for all the employees on the pipeline are created, by using a bulk procedure.
10. The learner do formal theoretical classroom training on programmes by completing the unit standards defined in the Learnership Programmes.
11. An attendance register is maintained per day. A paper attendance register has to be sent to the Training Department before 10:00 on the day of the event to allow phoning absent attendees. The facilitator or Learning Administrator can enter progress and comments on the learner’s classroom training progress.
12. After the learner has completed the formal theoretical training and is find to be competent, the learner will start with the following activities in the listed order: workplace mentoring, POE submission, assessing the POE, internal moderation and external moderation. (Only a sample of learners will be selected for external moderation).
13. Update the actual progress on the learner records for the above mentioned activities.
    - More than one actual can be captured per activity.
    - Capturing of workplace mentoring comments can be done by Mentors, Coaches or Learning Administrator.
    - Capturing of POE submission, assessing the POE, internal moderation and external moderation information.
14. The Acadamy do the application for certificate or diploma from SETA. After the learner successfully completed all the programmes/unit standards on the Learnership. The pipeline status can be set to “Pending Certificate” by the Learning Administrator.
15. After the certificate was received the pipeline status can be set to “Completed”.
16. Learners receive the qualification.
17. Close the Learnership group by changing the Active Indicator = “No”.

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