



**What is the Learnership process?**

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- Learners will be invited to attend an Induction session that will include the following agenda items:
  - Signing of Employment Contract and SETA learnership agreements
  - Submission of learner supporting documents
  - Facilitator Induction
  - HR Induction
- Client will be contacted to sign the employment contract and SETA learnership agreement (can be arranged for onsite)
- Learnership will be registered with the training provider's relevant SETA where the programme is registered
- Learner will be registered on the relevant client SETA Learner Management System (Indicium/LMS) and linked to the learnership program.
- Learners will be required to attend training at least 1 x day per week. This makes up approximately 30% of the Learnership Programme.
- Learners will be required to attend practical workplace experience with the Lead Employer. This makes up approximately 70% of the Learnership Programme.  
The Lead Employer can appoint a Host Employer if they are unable to accommodate the learner for the workplace experience component of the Learnership Programme.
- For the learner to be found competent in the Learnership Programme they are required to attend both the theoretical training (30%) as well as do practical workplace experience (70%).
- Learners will be required to do both formative, summative and workplace experience assessments.
- Bi-monthly progress reports will be submitted to the client by the training provider.
- Internal assessments will be conducted per completion of each module.
- Internal moderation will be conducted on a quarterly basis.
- External moderation (done by the relevant SETA where the programme is accredited) will be conducted at the end of the learnership when the training provider submits the learners Portfolio of Evidence (POE) to the relevant SETA.
- Training provider will issue a Statement of Results (SOR).
- If found to be competent the learner will be issued with a certificate from the relevant SETA where the programme is accredited.