

LEARNERSHIP IMPLEMENTATION

Process and Benefits

PROCESS

How to register learners on Learnership Agreements¹ for registered Learnerships

FASSET EMPLOYERS

1. Learnership Agreement for each learner - signed by the employer and learner. If the agreement is being signed for the practical component, then the employer and the training provider are the same organization. The employer and the learner must initial each page. The **original agreement** must be sent to Fasset (posted/hand delivered). Postal address: PO Box 6801, Cresta, 2118 or hand deliver to Eva office park, cnr Beyers Naude Drive and Judges Avenue, 2nd Floor, block A
2. Signed copy of employment contract for each learner.
3. Proof of learner's registration with professional body i.e. SAIPA, CIMA (student number)
4. Proof of employer's accreditation status with professional body (copy of letter/certificate)
5. Proof that levy payments to SARS are up-to-date if paying SDL or a copy of exemption letter if not paying levies.
6. Completed Employer registration form (available on www.fasset.org.za) for EXEMPT (non SDL payers).
7. Proof of Approval or submission of Workplace Skills Plan for the current financial year

Once we have received all the above documentation, a copy of the agreement and a **notification letter** will be sent to the employer and the learner confirming learner registration.

Fasset will provide the employer with proof that the learner(s) is/are registered by means of an **official confirmation letter** that will include the following details:

- SETA Name and Code
- Addressed to the Employer Organisation with Levy Number
- DoL Learnership Title
- DoL Learnership Code
- Full Names of Learner
- Learner ID Number
- Learnership Agreement Classification 18 (1) employed OR 18 (2) unemployed
- Learner registration status
- Date of Commencement of Learnership
- Date of Completion of Learnership

¹ **PLEASE NOTE:** For SAICA Trainee Accountants, this process will be handled by SAICA directly

LEARNERSHIPS FROM OTHER SECTORS

1. Fasset employers may want to implement learnerships from other sectors.
2. Identify the learnership, learners and the **provider accredited by that seta** and then contact Fasset directly and we will liaise with the relevant seta on the employer's behalf.
3. The two setas will engage in terms of the quality assurance aspects with the view of concluding a memorandum of understanding.
4. Fasset will register the Learnership Agreements and the same process as indicated above applies.
5. The list of registered learnerships for all setas is on the DoL website www.labour.gov.za/docs/legislation/skills

EMPLOYERS NOT PAYING LEVY TO FASSET

1. Employers from other sectors may want to implement Fasset learnerships.
2. The seta that the employer pays the levy to will liaise with Fasset on the employer's behalf.
3. The two setas will engage in terms of the quality assurance aspects with the view of concluding a memorandum of understanding.
4. Learnership Agreements are registered by the seta that the employer pays the levy to.
5. Therefore, for employers that are not registered with Fasset, these documents would not be forwarded to us.
6. You may contact Fasset for further information as we have embarked on arrangements with a number of setas in this regard.

Fasset Contacts to register Learnership Agreements

- nomadlozi.buthelezi@fasset.org.za or Tel (011) 476 – 8570

SAICA Contact

For SAICA learnerships Beverly Herbst is the contact person at (011) 622- 6655