



LEARNERSHIP IMPLEMENTATION

Process

FASSET EMPLOYERS

1. A completed learnership agreement must be submitted to Fasset within 30 working days of learner signature
 - a. Learnership Agreement for each learner – signed **and initialled on each page by the employer/training provider and learner**. Electronic signatures are allowed.
 - b. Signed copy of employment contract for each learner.
 - c. Proof of learner's registration with professional body i.e. SAIPA, CIMA (student number)
 - d. Proof of employer's accreditation status with professional body (copy of letter/certificate)
 - e. Certified ID copy
 - f. Certified copy qualification(s)

The learnership agreement must be emailed to Fasset at learnership.agreements@fasset.org.za or hand delivered to 296 Kent Avenue, 1st Floor, Ferndale Randburg. Due to Covid 19 restrictions, an emailed version is preferred.

Once we have received all the above documentation, and the submission meets compliance criteria, a letter confirming learner registration will be sent to the employer via email.

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
- DHET Learnership Title
- DHET 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

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.

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

- Simon Mokete (simon.mokete@fasset.org.za) or Tel (011) 476 – 8570
- Lulama Mnisi (lulama.mnisi@fasset.org.za) or Tel (011) 476 8570

SAICA Contact

For SAICA learnerships Beverly Herbst is the contact person at (011) 622- 6655
Please note that for the following learnerships, SAICA is the main contact and they handle the registrations;

<u>Chartered Accountant: Auditing</u>	SAQA Code: 48913	South African Institute of Chartered Accountants (SAICA) (011) 621 6600 www.saica.co.za
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