

Skills Programmes for Leadership Development

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Please note:

Any module can also be done as a stand-alone skills programme and still fits the rules for PIVOTAL grant funding as Part Qualifications. These skills all articulate into full qualifications

Planning and Goal Setting

Total Credits: 38

Good management starts with good planning.

- Budgeting and managing expenditure ensures targets are met and profit is made
- Without a plan, you will never succeed. If you happen to make it SMART goals, you will be able to reach and measure each one!
- Look at all the probable scenarios. Plan for them.

ID	Unit Standard Description:		Level	Credits
242822	Employ a systematic approach to achieving objectives	Core	4	10
242810	Manage Expenditure against a budget	Core	4	6
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Fundamental	4	6
119469	Read/view, analyse and respond to a variety of texts	Fundamental	4	5
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Fundamental	4	6
119472	Accommodate audience and context needs in oral/signed communication	Fundamental	3	5

Lead a team

Total Credits: 45

Leading a team needs tools, you need to know how to:

- Tell people what they need to do.
- Tell people WHY they are doing things
- Do they have the equipment they need? Are there spare parts available for the equipment? Has purchasing ordered the material?
- Compare strengths and weaknesses of individuals and other resources.
- Is your team properly trained?
- Are they motivated?

ID	Unit Standard Description:		Level	Credits
242816	Conduct a structured meeting	Core	4	5
242824	Apply leadership concepts in a work context	Core	4	12
242819	Motivate and Build a Team	Core	4	10
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Fundamental	4	5
242817	Solve problems, make decisions and implement solutions	Core	4	8
119467	Use language and communication in occupational learning programmes	Fundamental	3	5

Evaluate and Monitor Performance

Total Credits: 40

- Make sure everything is going according to the plan.
- Manage your team's productivity
- When it isn't going according to plan, you need to step in and adjust the plan.

ID	Unit Standard Description:		Level	Credits
242811	Prioritise time and work for self and team	Core	4	5
242815	Apply the organisation's code of conduct in a work environment	Core	4	5
242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	Core	4	6
242829	Monitor the level of service to a range of customers	Core	4	5
119465	Write/present/sign texts for a range of communicative contexts	Fundamental	3	5
119459	Write/present/sign for a wide range of contexts	Fundamental	4	5
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Fundamental	4	4
12153	Use the writing process to compose texts required in the business environment	Fundamental	4	5
119457	Interpret and use information from texts	Fundamental	3	5

Staff Development for Managers

Elective Credits: 42

- Human resource Support is the strategic approach to the effective management of organisation workers so that they help the business gain a competitive advantage
- Maximize employee performance in service of an employer's strategic objectives.
- Ensure a healthy and diverse environment

ID	Unit Standard Description:		Level	Credits
10980	Induct a new employee	Elective	4	4
10981	Supervise work unit to achieve work unit objectives (individuals and teams)	Elective	4	4
10978	Recruit and select candidates to fill defined positions	Elective	4	4
117877	Perform one-to-one training on the job	Elective	4	3
242655	Demonstrate knowledge and application of ethical conduct in a business environment	Elective	4	4
116720	Show understanding of diversity in the workplace	Elective	4	3
113915	Explain the application of the basic conditions of employment act in an employment contract	Elective	4	3
11473	Manage individual and team performance	Elective	4	4
113909	Coach a team member in order to enhance individual performance in work environment	Elective	4	3
13934	Plan and prepare meeting communications	Elective	4	3
377160	Explain the fundamentals of the concepts of 'wellness'	Elective	4	4
113907	Explain the impact of personal wellness on work performance	Elective	4	3

General Management Skills for Junior Management Development

Elective Credits: 36

- Management is both art and science. It is the art of making people more effective than they would have been without you and the science is in how you do that.
- Managing people is not easy. However, it can be done successfully. And it can be a very rewarding experience.
- Remember that management, like any other skill, is something that you can improve at with study and practice.

ID	Unit Standard Description:		Level	Credits	
242812	Induct a member into a team		Elective	3	4
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace		Elective	3	4
242813	Explain the contribution made by own area of responsibility to the overall organisational strategy		Elective	4	5
242818	Describe the relationship of junior management to other roles		Elective	4	5
11473	Manage individual and team performance		Elective	4	8
13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit		Elective	4	8
242840	Make oral presentations		Elective	4	2

Planning for Managers

Total Credits: 50

ID	Unit Standard Description:		Level:	Credits:
252020	Create and manage an environment that promotes innovation	Core	5	6
252032	Develop, implement and evaluate an operational plan	Core	5	8
252027	Devise and apply strategies to establish and maintain workplace relationships	Core	5	6
252021	Formulate recommendations for a change process	Core	5	8
252026	Apply a systems approach to decision making	Fundamental	5	6
120300	Analyse leadership and related theories in a work context	Fundamental	5	8
252022	Develop, implement and evaluate a project plan	Fundamental	5	8

Management Foundations: Risk, Finance, Legal, Ethics

Total Credits: 33

ID:	Unit Standard Description:		Level:	Credits:
252044	Apply the principles of knowledge management	Core	5	6
252025	Monitor, assess and manage risk	Core	5	8
252036	Apply mathematical analysis to economic and financial information.	Fundamental	5	6
252040	Manage the finances of a unit	Fundamental	5	8
252042	Apply the principles of ethics to improve organisational culture	Fundamental	5	5

Relationship Management at Strategic Level

Total Credits: 34

ID:	Unit Standard Description:		Level:	Credits:
252037	Build teams to achieve goals and objectives	Core	5	6
252027	Devise and apply strategies to establish and maintain workplace relationships	Core	5	6
252029	Lead people development and talent management	Core	5	8
252043	Manage a diverse work force to add value	Core	5	6
12433	Use communication techniques effectively	Fundamental	5	8

Lead with Purpose

Total Credits: 65

ID:	Unit Standard Description:		Level:	Credits:
252020	Create and manage an environment that promotes innovation	Core	5	6
252029	Lead people development and talent management	Core	5	8
252043	Manage a diverse work force to add value	Core	5	6
252034	Monitor and evaluate team members against performance standards	Core	5	8
252035	Select and coach first line managers	Core	5	8

Skills Development Management

Total Credits: 42

ID:	Unit Standard Description:		Level:	Credits:
Modules 1 to 4 PLUS				
11911	Manage individual careers		5	5
15219	Develop and implement a strategy and action plans for a team, department or division		5	4
15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation		5	4
15232	Coordinate planned skills development interventions in an organisation		5	6
116926	Implement skills development as workplace learning to support organisational transformation		5	12
252041	Promote a learning culture in an organisation		5	5
263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework		5	6

General Management Skills for Senior and Executive Managers

Total Credits: 96

ID:	Unit Standard Description:	Level:	Credits:
Modules 1 to 4 PLUS			
114212	Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit	4	3
252024	Evaluate current practices against best practice	5	4
252039	Develop a plan to combat corruption	5	5
114226	Interpret and manage conflicts in the workplace	5	8
252031	Apply the principles and concepts of emotional intelligence to the management of self and others	5	4
117853	Conduct negotiations to deal with conflict situations	5	8
252034	Monitor team members and measure effectiveness of performance	5	8
264408	Manage and improve communication processes in a function	6	3
15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	5	4
15214	Recognize areas in need of change make recommendations and implement change in the team, department or division	5	3
15219	Develop and implement a strategy and action plans for a team, department or division	5	4

Administration and the Organisation

Total Credits: 31

<p>Develop Administrative systems together with other employees to:</p> <ul style="list-style-type: none"> • Control and keep all information required by the organisation up to date • Ensure the confidentiality of information • Control the availability of resources information • Develop administrative procedures relating to the systems and to write them into a manual for use by other employees. <p>Improve organisational effectiveness, by being able to:</p> <ul style="list-style-type: none"> • Manage all Administration records him/herself • Assist others in the organisation to do so <p>Apply efficient time management processes, procedures and techniques to:</p> <ul style="list-style-type: none"> • Improve his/her productivity • Assist others in the administrative section to do likewise <p>Be aware of how fraud can be present in an office environment and assisting in its control by:</p> <ul style="list-style-type: none"> • Knowing what types of fraud can exist in an office environment • Being aware of the legal and organisational implications surrounding fraud and either reporting it or failing to report it • Analysing trends and the impact of fraud in the organisation/sector • Being able to describe and be part of the implementation of fraud control measures as they relate to the level of authority of the learner. <p>Have knowledge of the procedures for stock and fixed asset control and be able to:</p> <ul style="list-style-type: none"> • Apply such knowledge and maintain the appropriate registers • Ensure that employees have the resources they need on an on-going basis through efficiently ordering and distributing stationery and other requirements. 			
ID:	Unit Standard Description:	Level:	Credits:
13941	Apply the budget function in a business unit	4	5

13945	Describe and apply the management of stock and fixed assets in a business unit	4	2
109999	Manage service providers in a selected organisation	4	5
110026	Describe and assist in the control of fraud in an office environment	4	4
110009	Manage administration records	4	4
14552	Contract service providers	4	3
110003	Develop administrative procedures in a selected organisation	4	8

Manage Supplier and Internal Relationships

Total Credits: 32

Ensure Service Provider Management by:

- Identify appropriate service providers
- Institute the appropriate provisioning procedures to secure the service of providers
- Draw up contracts for the provision of services and goods by suppliers
- Monitor the delivery of the service and/or goods in terms of quality, quantity and time schedules for delivery
- Take appropriate action when service providers fail to deliver as agreed.

Be an effective employee in the Administrative section of an organisation by being able to:

- Plan and organise own work
- Establish and maintain sound working relationships
- Comply with the organisation`s ethics and code of conduct
- Maintain files and records as required
- Set personal goals and develop and manage him/herself in a business context.

Identify and solve work related problems together with others in the section so as to:

- Improve the working climate in the administration department
- Aid the effectiveness of the organisation

Be an effective member of a team and be able to:

- Cooperate with others to carry out joint tasks
- Apply sophisticated teamwork skills
- Utilise diversity to its fullest capacity.

ID:	Unit Standard Description:	Level:	Credits:
110021	Achieve personal effectiveness in business environment	4	6
10022	Comply with organisational ethics	4	4
7791	Display cultural awareness when dealing with customers and colleagues	4	4
10135	Work as a project team member	4	8
13943	Analyse new developments reported in the media that could impact on a business sector or industry	4	10

Coordinate Projects

Total Credits: 24

Coordinate workplace projects and present information that is routinely and regularly required, as well as specific information that is requested from time-to-time:

- Appropriate report format
- On time
- Using listening, reading and writing skills.
- Display Cultural awareness in dealing with customers and colleagues and utilising the differences in a positive way to enhance the effectiveness and image of the organisation.

ID:	Unit Standard Description:	Level:	Credits:
110023	Present information in report format	4	6
15234	Apply efficient time management to the work of a department/division/section	5	4
13929	Co-ordinate meetings, minor events and travel arrangements	3	3
7790	Process incoming and outgoing telephone calls	3	3
10140	Apply a range of project management tools and techniques	4	8

Business Communication

Total Credits: 40

12153	Use the writing process to compose texts required in the business environment	4	5
8976	Write for a wide range of contexts	4	5
8975	Read analyse and respond to a variety of texts	4	5
8974	Engage in sustained oral communication and evaluate spoken texts	4	5
8968	Accommodate audience and context needs in oral communication	3	5
8972	Interpret a variety of literary texts	3	5
8969	Interpret and use information from texts	3	5
8970	Write texts for a range of communicative contexts	3	5

Employee Relations

Total Credits: 37

- Ensuring fair and reasonable employee relations

ID:	Unit Standard Description:	Level:	Credits:
10170	Demonstrate understanding of employment relations in an organisation	3	3
10980	Induct a new employee	4	4
10978	Recruit and select candidates to fill defined positions	4	10
114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	5	12
114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	5	8

Training and Development Practices

Total Credits: 36

- Coordinating Training and Development for the workplace
- Assisting in the Skills Development and Employment Equity Functions
- Coaching in the Workplace
- Motivating and Developing a Team

ID:	Unit Standard Description:	Level:	Credits:
117877	Perform one-to-one training on the job	3	4
116927	Apply the principles of employment equity to organisational transformation	5	10
123393	Carry out course administration	3	3
15227	Conduct skills development administration in an organisation	4	4
242819	Motivate and Build a Team	4	10
242817:	Solve problems, make decisions and implement solutions	4	8
117865	Assist and support learners to manage their learning experiences	4	5
263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	4	5
12544	Facilitate the preparation and presentation of evidence for assessment	4	4

Develop an Employee Wellness Programme for an Organisation

Total Credits: 18

- Management is both art and science. It is the art of making people more effective than they would have been without you and the science is in how you do that.
- Managing people is not easy. However, it can be done successfully. And it can be a very rewarding experience.
- Remember that management, like any other skill, is something that you can improve at with study and practice.

ID:	Unit Standard Description:	Level:	Credits:
113907	Explain the impact of personal wellness on work performance	3	2
377162	Explain the need for wellness awareness programmes	4	4
10980	Induct a new employee	4	4
377160	Explain the fundamentals of the concepts of 'wellness'	4	8

This qualification articulates into the Business Administration, Organisational and Transformational Management and General Management Level 5 Qualifications.

Legislation and Human Resource Support

Total Credits: 48

ID 337082: Apply labour dispute prevention approaches,	Level 6, 16 credits.
ID 376119: Interpret unfair dismissal in terms of Labour Relation Legislation,.	Level 6, 10 credits
ID 114230: Operate the case management process,	Level 5, 10 credits.
ID 264403: Apply problem-solving techniques to make decision on decision on a multi-faceted problem,	Level 6, 5 credits.
ID 114227: Demonstrate understanding of the transformative elements of the HRD legislation,.	Level 5, 10 credits
ID 114228: Demonstrate and apply an understanding of bargaining council rules,	Level 5, 3 credits.
ID 11907: Draft an employment contract,	Level 5, 3 credits.
ID 119928: Apply the Promotion of Access to Information Act in mediation,.	Level 5, 3 credits
ID 15234: Apply efficient time management to the work of a department/division/section,	Level 5, 4 credits.

Workplace Coaching and Training

Credits: 13

		Level	Credits
117877	Perform one-to-one training on the job,	3	4
117865	Assist and support learners to manage their learning experiences.	4	5
12544	Facilitate the preparation and presentation of evidence for assessment	4	4

Coaching and Mentoring for Senior Managers

Credits: 15

		Level	Credits
252035	Select and coach first line managers	5	8
11473	Manage individual and team performance	4	4
113909	Coach a team member in order to enhance individual performance in work environment	4	3

Harnessing and Managing Diversity

Credits: 3

116720	Show understanding of diversity in the workplace	4	3
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Managing Conflict and Diversity in a Team

Credits: 15

		Level	Credits
252037	Build teams to achieve goals and objectives		
252043	Manage a diverse work force to add value		
114226	Interpret and manage conflicts within the workplace		

PROJECT PLAN (EXAMPLE)

The duration of programme is approx. 2 months and the classroom days can be done 1 day a week or 3 days at once.

PHASE	MILESTONES	RESPONSIBLE PERSON
Commencement	Acceptance of Purchase order, Signing of SLA and enrolment forms and invoicing	CPT project manager and relevant project leader/stakeholders CPT Facilitators
Induction	Completed before the programme commences to introduce the programme and milestones to all the relevant stakeholders on the first day of training	CPT project manager/facilitator All relevant company stakeholders Learners
Face to Face training	3-day classroom and 6 weeks for POE building	CPT Coordination team with Client coordinators
Learner Support	Each module is followed by a learner support half day session to ensure assistance before submission of the POE for assessment.	CPT Facilitator/Assessor Learners
Workplace Integrated Learning Logbook	Completed during the WiL and signed off by the learner and the workplace appointed coach/mentor/supervisor Customised workplace activities POE	Learner CPT Facilitators Workplace/Coach/Mentor/Supervisor
QMS Process	Assessment, Remediation, Moderation, Approximately one month after final assessment decisions of last module but is at the discretion of the relevant Quality Assurer. Verification and Certification	CPT assessment team Quality Assurer QA Team and process
Closing report	A comprehensive report on the overall project	CPT Project Manager
Certification – accredited options	CPT will provide statement of results and certificate of competence once Quality Assurance process has been completed	CPT project manager/facilitator Quality Assurer to release SOR All relevant company stakeholders Learners
Certification – non accredited options	CPT will provide a certificate of attendance once Quality Assurance process has been completed	CPT

PROJECT TEAM

CPT profiles for relevant experience and past and present projects are available on request.

Proposed Project Team:

Name	Role	Skills and Experience
Gizelle Mc Intyre Head: CPT Business College	Project Leader Gap Analysis Intervention recommendations Senior Facilitator Moderation Reporting	Post Grad ETD Practitioner Post Grad Psychology Dip: Management Development Masters in Positive Psychology Chartered HR Professional: L&D
Anila Nana CPT Projects Coordinator	Project coordinator Reporting ETD & Management uploads	L&D Project coordination
CPT L&D Practitioners	Facilitator and Assessor Intervention recommendations Reporting	ETD Practitioners with practical workplace experience

Please note our associates are independent contractors and we have a large database to ensure proper matching to the learners and context occurs.

VENUE

Entire project will be delivered at company chosen venue that is suited for training (venue checklist will be provided).

SERVICE LEVEL AGREEMENT

Between

COLLEGE OF PRODUCTION TECHNOLOGY (PTY) LTD
Registration number: 2001/021531/07

(The "College")

And

COMPANY NAME _____

(herein represented by)

(The "Company")

SLA No.:	
Skills Programme:	

1 Definitions.

- 1.1 In this Agreement, the following words shall, unless otherwise stated or inconsistent with the context in which they appear, bear the following meanings and cognate words shall bear corresponding meanings:
- 1.2 **"the Agreement"** means this memorandum of Agreement between the College and the Company in respect of the Qualification or Skills Programme arrangement detailed herein:
- 1.3 **"the College"** herein represented by Mr. C.A. Greenwood or his appointed deputy
- 1.4 **"Learners"** means those employees of the Company whom the Company has identified to undergo the Learning in terms of this Agreement;
- 1.5 **"the Learning"** means specific learning interventions for the completion of identified unit standards or curricula;
- 1.6 **"the Parties"** means the parties to this Agreement, being the Company and the College.

2 Introduction

- 2.1 The College of Production Technology is a Private College and accredited SDP specialising in the provision of training and development for learners. The College is considered unique in South Africa in that it offers progressive programmes and qualifications from NQF 1 through to NQF 5 in the field of leadership and management, professional qualifications, production and operations management and related areas.
- 2.2 The College has accreditation with SABPP(59918L174CPT); MERSETA (17-QA/ACC/0030/06); and extension of scope with W&R Seta (236) and TETA (TETA 08-175).

3 Appointment and Duration.

- 3.1 The company hereby appoints the *College* as the service provider, for the provision of education and training in the production and operations fields of learning.
- 3.2 The specific levels of learning and corresponding modules/courses in these fields will be as set out as per arrangement with the *Company*.
- 3.3 A schedule relating to the duration of the modules/courses mentioned above is also attached.
- 3.4 It is understood that the workplace provider will ensure the knowledge and skills provided by the College are followed with practical on the job exposure, coaching and application.

4 The College's Undertakings.

- 4.1 The *Parties* are agreed that the *College* has an obligation to support the *Company*, in particular, the *College* undertakes to:
- 4.2 provide the Learning to the *Company's* learners
- 4.3 supply the *Company's* Learners with such amount of literature, course materials and the like, which are considered reasonably sufficient for the successful completion of the Learning;
- 4.4 whenever the *College* considers it necessary, send at its own cost a representative to visit the *Company*, inter-alia, for the purpose of discussing performance and providing backup;
- 4.5 at agreed intervals, supply the *Company* any reports, returns or other
- 4.6 information relating to matters prescribed in this Agreement; and
- 4.7 provide learner support to the *Company's* learners.

5 Company's Undertakings.

- 5.1 The *Parties* are agreed that the *Company* shall perform its obligations in terms of this Agreement, in particular, the *Company* undertakes to:
- 5.2 Ensure that all Learners are employed by it for the duration of the Learning (if applicable);
- 5.3 Provide all Learners with practical work experience as required and/or specified in the Portfolio of Evidence and the relevant qualification rules;
- 5.4 Release all Learners from their employment obligations to ensure that they are able to attend the Learning;
- 5.5 ensure that mentors/managers/advisors are provided for its Learners to ensure the workplace activities related to the WiL are completed and signed off;
- 5.6 not allow any information, document or material supplied by the *College* (whether the *College* is the proprietor thereof or otherwise) to be published, used or circulated by the *Company* outside of this Agreement and the Learning without prior permission by the *College*;
- 5.7 Acknowledge that the *College* may develop industrial know-how, such as inventions, designs, copyright, trademark, technical expertise and the like, during the course of this project, such as training materials and/or courses. It is expressly agreed that any such know-how shall remain the property of the *College* unless otherwise agreed upon by the respective parties, within the conditions of the relevant legislation;
- 5.8 ensure that a reasonable amount of the *Company's* management time, clerical assistance and information be made available for the successful completion of the Learning.

6 Course fees.

- 6.1 the *Company* agrees that the costs, as specified in the terms of reference are correct, or as agreed by prior arrangement with the *College's* representative.
- 6.2 the *Company* agrees that module/course fees are payable at the commencement of the module/course and that failure to pay fees timeously will lead to interest being charged at the prevailing prime rate as determined by STANDARD BANK plus 2% per month.
- 6.3 the *College* also undertakes to provide for an early settlement discount of 2% of the total cost, should ALL fees be paid in advance.
- 6.4 the *College's* personnel will provide their own transport for in-house courses. Travelling expenses for the *College's* personnel will only be payable, at an agreed rate, **provided the *Company* has agreed to travel costs**. These costs may include; the cost of airline tickets, car hire and hotel accommodation. All personal expenses, including cellular telephone and entertainment, will be for the *College's* own account.

7 Termination

- 7.1 The *Company* shall have the right, by giving notice in writing to the *College* to terminate this agreement in any of the following events:
- 7.2 should the *College* commit a gross breach of any of the terms and conditions of this agreement, and fail to remedy such breach within 14 days of said breach being brought to its attention;
- 7.3 if the *College* assigns or purports to assign any of the duties and obligations placed on the *College* by this agreement.
- 7.4 Should *the Company*, for any reason other than Clause 7.1. or 7.2., terminate the contract or not fulfil its obligations in terms of the contract, it shall become liable to pay *the College* an amount equivalent to fifty percentage points (50%) of the value of the contract plus Value Added Tax.
- 7.5 if at any time the *Company* ceases to carry on the business, unless the business is to be assigned or sold to a third party, in which event the *Company* shall ensure that the *Parties* make representations to the said third party to facilitate the continuation of the *College's* presentation of its learning programmes or some other satisfactory arrangement.
- 7.6 The foregoing rights to termination vested in the *Company* shall apply reciprocally to the *College*.

8 Disputes

- 8.1 any dispute, difference or question which may arise at any time concerning the rights and liabilities of the *Parties* or the interpretation of this agreement shall in the first instance be discussed between the *Parties* who will attempt to resolve the matter amicably. In the event that such matter cannot be so resolved, it shall be disposed of as follows:
- 8.2 should the dispute concern the quantum of any monies due or payable by either party to the other, a certificate as to the amount signed by the external auditors of the *College* shall for the time being be conclusive and binding on both parties.
- 8.3 should the dispute concern any other matter, it shall be referred to and be finally determined by arbitration, which shall be conducted by a single arbitrator either agreed to between the *parties*, or in default of agreement after 14 days, to be appointed in terms of the Arbitration Act 1965 as amended.

8.4 the arbitrator's decision shall be final and binding and may be made an order of any court of competent jurisdiction. The *Parties* may agree to either divide the costs of arbitration between them or to have costs form part of the ruling. The ruling shall be carried into effect without delay.

8.5 the provision shall be severable from the rest of this agreement, so that it shall operate and continue to operate notwithstanding any actual or alleged voidness, un-enforcability, termination, or repudiation of this agreement.

9 Whole Agreement

9.1 This agreement embodies the entire understanding of the *Parties* and any prior agreements, promises or obligations, oral or written, express or implied, shall have no further force or effect upon signature of this agreement.

10 Financial

10.1 The signatories acknowledge that they will be jointly and severally liable to the College for the full tuition fees as detailed in the MOA, subject to the terms and conditions set out below, and that they have sufficient funds to meet the financial commitments herein.

10.2 Payment of deposit must be received at least 7 (seven) working days before the due date as set out in the MOA. Should this payment not be received by the due date, training will not commence.

10.3 Payment of the balance outstanding will be invoiced as agreed in the SLA and will be paid by the due date. Failure to adhere to this may result in classes being delayed.

10.4 Any failure by the learner to attend lectures will not reduce liability for the full contract amount.

10.5 If a learner is unable to complete any of the Qualification or Skills Programme modules for an approved, valid reason, they may attend another offer of the module(s) at any time within 12 months from the date of first enrolment. This is provided that the module is repeated; there are places available on the module, and application is made on the prescribed application form at least two weeks prior to the commencement of the module.

10.6 No learner will be allowed to join the Qualification or Skills Programme after the commencement of the third module whatever it may be.

10.7 A learner(s) joining late will be supplied with all relevant material by the *College*, but will be required to complete all outstanding work him/herself with the aid of the Facilitator, or the client will be invoiced separately for any additional class(s) required.

10.8 No refunds will be made after training has commenced. If the client wishes to add more employees to the Qualification or Skills Programme after the commencement date, a separate MOA will be generated for the addition, and the client will be invoiced separately, providing the provisions of clause 1.4.1 has been satisfied.

10.9 The College reserves the right to withhold the learner(s) assessment results until such time as all monies have been paid in full.

10.10 The accounts department of the College will be informed immediately, in writing, should the signatory/ies hereto change address or contact details subsequent to submission of the registration documentation.

11 Indemnity

11.1 The College or any of its representatives shall not be liable for any loss or damage, howsoever sustained while the learner is enrolled at the College. The signatory/ies hereby indemnify the College against all and any claims made by any person whatsoever in respect of any damage arising out of any grossly negligent or internal acts or omissions by any employee, representative or learner of the College.

11.2 The signatory/ies accept liability for damage to College property, injury to, or death of any learner, loss or damage to personal effects and possessions of other learners as a result of the actions of the learner(s) whilst the learner(s) is on campus and thereby indemnify the College accordingly.

12 All signatories to the contract –

12.1 Understand and accept that such activities shall be undertaken at the learner(s) own risk and undertake on behalf of themselves, their spouses, executors and the learner(s) to indemnify, hold harmless and absolve the College, its associated companies and its employees and representatives, acting in such capacity, against **all** and any claims whatsoever which may arise in connection with any loss damage or injury to the person or property of the learner(s) in the course of such activities.

12.2 Confirm that in the event of the learner(s) being injured whilst participating in any activity, an employee or representative of the College is hereby authorised to attend to such injury and to act in loco parentis and to consent to any medical treatment on behalf of the learner should consent be required for medical reasons on an urgent basis and should it not be possible for the parents to be contacted timeously.

13 General

13.1 The signatory/ies warrant that the information submitted on the registration contract is both true and correct.

13.2 The College, at its sole discretion, may cancel tuition in any programme or module advertised and offered, on an insufficient demand basis.

13.3 The onus remains on the client to ensure that their employees registered for the correct subject (s) / module (s), programme or qualification. The client must familiarise himself/herself with the registration requirements, subject selection criteria, rules, regulations and prospectus. Accordingly, the signatories, and more specifically the client, warrant that they have investigated the programme concerned to their satisfaction prior to the signing of this contract.

13.4 The signatory/ies acknowledge that they are aware of who the conferring body is for the qualification/ programme of study for which their employees register as well as any particular information in relation to accreditation and registration.

13.5 The Client hereby confirms that they have acquainted him/herself with, read and agrees to abide by the content of the College's learner rules/regulations and code of conduct in general as well as to the course/programme/qualification for which the learner is registering and that for the entire duration of study, the learner commits to abide by the rules and regulations as well as to any additional rules and regulations that the College may introduce from time to time.

- 13.6 Any violations of academic integrity by the learner(s) including, but not limited to, cheating or plagiarism, will result in disciplinary action being instituted against the learner(s) which could result in expulsion.
- 13.7 In the event of an act of God, war, insurrection, industrial unrest, natural disasters or other such events that may cause the temporary cessation of tuition or classes, the College shall make every endeavour to resume lectures as soon as is practically possible, however no guarantees can be made in this regard.
- 13.8 The client cedes and assigns to the College the rights and title to any intellectual property that may be created in the course of any study or research project that the employee undertakes or may undertake at the College or that the employee develops or may develop with the assistance of the College's equipment and/ or facilities.
- 13.9 The College may, at its discretion, report to the client any breach of rules and regulations by the employee or on any other matter concerning the progress, conduct, well-being or health of the employee.
- 13.10 No guarantees, promises or representations of any nature are made by the College pertaining to the clients enrolment for programme (s) selected by the client with regard to the employees success or failure or otherwise.
- 13.11 The College may use any images (photograph or other) taken of the learner in any advertising without restriction, with the permission of the learner.
- 13.12 Registration is conditional pending the submission by the client and successful assessment by the College of the documents required for registration. The onus is on the client to ensure that the College has copies of the documents and to resubmit as may be required.
- 13.13 The client hereby grants authority to the College to access the client's data on the Seta Management System (SMS) for the purpose of obtaining and uploading learner information and unit standard credit achievements.

Signed at _____ on the _____ day of _____ 20__

 For and on behalf of:
 College of Production Technology (Pty) Ltd.

1. _____

As Witness

2. _____

As Witness

Signed at _____ on the _____ day of _____ 20__

 For and on behalf of:

1. _____

As Witness

2. _____

As Witness

Terms of Reference

The following terms of reference were agreed to in respect of delivery of service by the College and payments to the College. **Company representative to initial each section please.**

Section A: Skills Programme

The College is to provide learning at the level of:

Skills Programme:	
NQF Level:	
SAQA I.D. Number:	
	Initial <input type="text"/>

Section B: Costing

Skills Programme:	
Cost Per Learner (Excl. VAT):	
Number of Learners:	
Total Cost (Excl. VAT):	
	Initial <input type="text"/>

(Cost per learner is inclusive of workbooks, classroom interventions, assessment and moderation and the issuing of results, development of assessment guidelines and tools, assistance with the compilation of the Portfolio of Evidence of each learner, assessment and internal moderation.)

Skills Programmes, unless otherwise stated, the full payment is required within 30 days of the invoice.

Amount per Payment (Excl. VAT):	
Total Cost (Excl. VAT):	
	Initial <input type="text"/>

Section C: Company commitment

All required documentation is submitted to CPT for QA purposes before commencement of the intervention.	
Once the Company has agreed on the class schedules, the Company shall ensure that all the registered learners attend all the classes.	
Any required change in the Schedule by any party shall be requested in writing no sooner than two (2) weeks prior to the required change.	
It is of paramount importance that Management recognise their role as Mentors and Coaches in this intervention. Learners are required to apply what they are learning in their workplaces to improve the status quo and will require support and guidance from Management for them to succeed. It is therefore essential that Management "buy – in" is forthcoming.	
The College will, in collaboration with the Company, provide a Mentoring and Coaching Workshop for the mentors and coaches, schedule of classes in order to complete the learning interventions within the stipulated time. The Company agrees to ensure the managers and learners are aware of the scheduled times and that the learners are allowed the requisite time to attend class.	
Should a Learner(s) drop off the Qualification or Skills Programme within the first module, the Company may replace the Learner with another suitable person and simply book and pay for the module outstanding for the new learner. Should the Company wish not to replace the Learner(s) or the Learner(s) drop out after the first, no discount or refund is awarded to the Company.	
	Initial <input type="text"/>

If you require any further assistance or would like a representative to visit and discuss the Qualification or Skills Programme, please contact **Gizelle Mc Intyre** on:

E-mail: gizelle@cpt.co.za

Cell: 076 937 6682

Office: 0860 278 278