

POLICY : ADULT BASIC EDUCATION AND TRAINING

Item HR 25-2002 ADULT BASIC EDUCATION AND TRAINING POLICY
MC 07.03.2002

BEST 6/5
BEST 22/24

RESOLVED:

1. **That** the contents of the report **BE NOTED**.
2. **That** the policy in respect of Adult Basic Education and Training for the Ekurhuleni Metropolitan Municipality attached to the report as **Annexure "A"** **BE APPROVED** and **IMPLEMENTED** immediately after adoption by the Council
3. **That** any existing policies of the disestablished Councils dealing with Adult Basic Education and Training **BE** and **ARE HEREBY RESCINDED**.

ANNEXURE "A"

ADULT BASIC EDUCATION AND TRAINING POLICY

1. PURPOSE

- To provide special interventions to address the legacy of illiteracy within the, Ekurhuleni Metropolitan Municipality.
- To establish a formal link to career path development aligned to N.Q.F process.
- To improve the quality of life of employees through access to career opportunities.
- To establish a meaningful learner orientated system, which will culminate in outcome based learning culture.

2. SCOPE OF APPLICATION

This program applies to all employees of the Ekurhuleni Metropolitan Municipality, who never had an opportunity to participate in the formal learning system and who can not read and / or write.

3. DEFINITIONS

ABET	means “Adult Basic Education and Training which embrace all learning and training programs for adults from levels 1 to 4 of the National Qualifications Framework as contemplated in the South African Qualification Authority Act, 1995 (Act 58 of 1995)”.
EMPLOYEE	means “a person excluding a contract employee and a temporary employee occupying a post on a fixed establishment of the Council in a permanent capacity.”
EMPLOYER	means “the Ekurhuleni Metropolitan Municipality, herewith referred to as Council”.
NQF	means “the National Qualifications Framework.”
SAQA	means “a Qualifications Authority provided by the South African Qualifications Authority Act, 1995”.
LEARNER	means “an individual who is participating in the ABET learning program with the purpose of achieving credits for standards and qualifications”
FACILITATORS	means “any person who teaches, educates or trains a learner.”
ACCREDITATION	means “periodical certification of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance system set up by the SAQA in terms of the SAQA Act (No. 58 of 1995).”

4. PREAMBLE

Council commits itself to utilise ABET as a foundation phase in the provision of life long learning, comprising levels along a continuum of learning (i.e. level 1, 2, 3 and 4 of the NQF) targeting adults with little or no formal schooling.

Council commit itself to improving access to learning thereby removing the barriers to learning and putting in place a range of measures to ensure large scale provision of Adult Education.

5. CONTENT

A. Development of ABET Practitioners

The success to the program will depend on the qualified practitioners who have reasonable competence in the content of the subject/learning area in which they teach.

B. Attendance of Classes

The employer / departments shall be responsible to ensure that each employee upon being admitted as an ABET learner attend classes as scheduled during normal working hours, and those hours shall thereupon be declared paid time of.

C. Leave of Absence

A leave roster in respect of each learner shall be forwarded to the co-ordinator in order to formulate contingences for the learners who will be on leave when classes are in progress.

D. Criteria for Selection

A pre-course assessment shall be offered to all employees who are willing to participate in the ABET program to ensure that learners are located within the correct levels and modules of subjects offered.

E. Incentives for Learners

The learners shall upon completion of part qualifications “ABET level 1, 2 and 3” receive their certificates at the certificate ceremony organised for that purpose, and those learners who will be conferred with the general education and training certificates (equivalent of level 4) shall be awarded a once off amount of R500,00 upon submission of the statement of results from the I.E.B.

F. Learning Principles

(i) Learners must:

- Be willing to be developed
- Be allowed to be developed
- Be exposed to mentorship in the work place to provide a climate or support and development.

(ii) Facilitators must:

- Be qualified to conduct the program
- Render the services on a full time basis.

(ii) Examination

- The official examination shall be conducted at the end of each level to ensure that the desired outcomes are achieved.
- A second chance will be given to learners who failed the examination, however if the learner fail to proceed to the next level, their participation in the program will be reviewed.
- All examinations shall be provide by the recognised and accredited examination institution.

(iii) Costs

All costs pertaining to the planning and implementation of the ABET program shall be incurred by the council

6. RECOURSE IN IMPLEMENTATION

Any employee, learner or party wishing to lodge a grievance about the application of this policy, shall submit such grievance in accordance with the grievance procedure of the Council.