



IMPLEMENTATION REPORT TEMPLATE

An Implementation Report is:

- ❖ *A report developed every year to report on education and training implemented in the organisation;*
- ❖ *A key source of information about what training has taken place in the sector*
- ❖ *A document that will inform the LGSETA's strategic priorities in the development of its support programme for organisations in the local government and water sector*

INTRODUCTION

The Skills Development Act (Act No. 97 of 1998) and the Skills Development Levies Act (Act No. 9 of 1999) require SETAs to comply with the following:

- Develop a sector skills plan
- Implement the sector skills plan
- Promote, develop and administer learnerships
- Support the implementation of the NQF
- Undertake quality assurance
- Disburse levies collected from employers in their sector
- Report to the Director General and to SAQA

These Acts require employers to:

- Register with the South African Revenue Service (SARS) to pay the Skills Development Levy, equivalent to 1% of total annual remuneration
- Submit levy grant claims to the SETA as per the provisions of the Funding Regulations to access a percentage of the skills development levy which is intended to promote skills development. These levy grant claims are made against the mandatory grants available from the SETA, which are released on submission of a Workplace Skills Plan and the Implementation Report or Annual Training report per year (50% of your levy payment).

This legal framework and the National Skills Development Strategy is intended to encourage employers to comply with legislation and, by so doing:

- Support economic growth for employment creation and poverty eradication;
- Promote productive citizenship for all by aligning skills development with national strategies for growth and development;
- Accelerate Broad Based Black Economic empowerment and Employment Equity;
- Support, monitor and evaluate the delivery and quality assurance systems necessary for the implementation of the NSDS; and
- Advance the culture of excellence in skills development and lifelong learning.

Employers are also required to consult representative structures when compiling their Workplace Skills Plan and their Implementation Report. The process of consultation must include:

- An allowance for trade unions to participate in and conduct audits and needs assessments for their members.

- The disclosure of necessary information as may be requested by trade unions subject to the terms of the LRA.
- Consultation in departments, sections, or at Labour Forum level before referral to central structures.

The purpose of an Implementation Report/Annual Training Report, therefore, is to provide employers with a report on actual training delivered against the training that was planned in the Workplace Skills Plan.

Implementation Reports also provide the LGSETA with critical quantitative and qualitative information that enables it to:

- Monitor the provision of training within the sector
- Identify problem areas with regard to the provision of training
- Identify trends in the provision of training with regard to the beneficiaries of training, the types of training provided and the use of training providers.

The Implementation Reports submitted by enterprises across the sector therefore serve as one of the **primary sources of statistical information and data** available to the LGSETA in the development of its Sector Skill Plan. To ensure that this valuable information is recorded and utilised appropriately by the SETA, it is imperative that employers present information in a standardised format.

PLEASE NOTE:

1. **The Implementation Report covers the municipal financial year – from 01 July of one year to 30 June of the following year. In order to facilitate the payments of the mandatory grants, these Implementation Reports are submitted twice a year, in January and July. You will therefore need to submit two reports each year, indicating on the report the period for which you are submitting the reports**
2. **The report format contains two sections – one in Microsoft Word and one in Microsoft Excel. Both sections must be completed for you to claim your grants.**
3. **Enterprises may only submit Implementation Reports if they have submitted a Workplace Skills Plan for the Financial Year.**
4. **An Implementation Report that is not signed by all the relevant parties cannot be approved by the LGSETA. No grants can be paid out unless the Implementation Report has been approved.**

This document may appear lengthy. However, large organisations will use each line, and small enterprises will fill in a few lines per section.

SIGNATORIES to this Implementation Report for the period 01 July – 30 June

Organisation:	VHEM BE	DISTRI CT	MUNIC IPALIT Y								
Levy number/s:	5	4	0	7	4	1	1	2	3		

The signatories to this Implementation Report assert, on behalf of organised labour and organised employer groups, assert that, as far as they are aware, the information provided in this document is true and correct.

For the training committee, the Skills Development Facilitator	
Name: AMOS MAYIMELE	
Current Job Title: SKILLS DEVELOPMENT FACILITATOR	
Signature:	
Date: 04-06-2007	

For organised employers	
Name: MULAUDZI RIFUMUNI LUCY	
Current Job Title: COUNCILLOR	
Signature	
Date: 08-06-2007	

For organised Labour	
Union: SAMWU	Union: IMATU
Name: TSHILO TT	Name: NETSHIMBUPFE
Union office held: DEPUTY CHAIRPERSON	Union office held: SHOPSTEWARD
Signature	Signature
Date: 11-06-2007	Date: 11-06-2007

THIS IMPLEMENTATION REPORT COVERS THE PERIOD 01 JULY – 30 JUNE

SECTION 1: ORGANISATION DETAILS

Submission Date of WSP covered by this Report	30	06	2006
Submission date of this Implementation Report	30	06	2007

SECTION 1.1: Name and type

Name of organisation										
Provincial location	Eastern Cape		Free State		Gauteng		KZN			
	Limpopo	X	Mpumalanga		Northern Cape		North West			
	Western Cape									
Municipality type	Municipality type					Cross Boundary municipality				
	A		B		Cx		No		Yes	
	Other:									
Demarcation code	DC34									
Water utility type	DWAF		Irrigation Board		Water Board		Private			
	Public		Other (specify)							

SECTION 2: SKILLS DEVELOPMENT FACILITATOR (SDF) DETAILS

Only complete if your SDF details have changed since the submission of the WSP for this Financial Year

Details of SDF/s	Primary (registered SDF)	Other (non registered) SDFs
Name SDF or any other person/s responsible for this function	AMOS MAYIMELE	
Date appointed	01-10-2003 /	/ /
Phone Number/s	0159602042	
Fax Number/s	0159624054	
E-mail	mayimelea@vhembe.gov.za or mayimelea@webmail.co.za	

Details of Primary (registered) SDF

Race	African	<input checked="" type="checkbox"/>	Coloured	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White	<input type="checkbox"/>	Gender	MX	<input type="checkbox"/>	F	<input type="checkbox"/>	Disabled	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Relationship of SDF to enterprise	Owner		<input type="checkbox"/>	Employee		<input checked="" type="checkbox"/>	Contractor		<input type="checkbox"/>	Other:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current job title																		

SDF appointment procedure

Appointed by employer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Self appointed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Nominated by employees	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SDF works with...

Training committee	<input checked="" type="checkbox"/>	Skills development committee	<input type="checkbox"/>	Other committee (specify)	<input type="checkbox"/>
--------------------	-------------------------------------	------------------------------	--------------------------	---------------------------	--------------------------

SECTION 3: ACTUAL EXPENDITURE ON TRAINING FOR THE PERIOD 01 July 2006 to 30th June 2007
(excluding subsistence and travel)

Source	Amount to be spent <i>(Taken from S 1.7 of WSP)</i>	Amount Spent During the Period covered by this report	Comment/Notes
Levy funds			
Discretionary grant funds			
Own company/institution funds	R489316.06		
Donor funds			
SALGA or Trade Unions			
Government department funds			
Bursaries and/or Educational Assistance Programmes			
Loan funding to the enterprise (for capacity building)			
Other (specify)			
TOTALS	R4893.06		

Note: Sections 4 – 7 must be completed in the attached Excel Spreadsheets

SECTION 8: DIFFERENCE BETWEEN EDUCATION AND TRAINING PLANNED AND IMPLEMENTED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2005 to 30 June 2006

Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Leadership and Governance SOC100					
Executive Mayor					
Mayor					
Councillors	1	15	10	5	Coucillors not readily available
Chairperson					
Board member					
Other					
Senior Officials and Managers SOC100					
CEO/MD					
Directors					
Financial Directors					
City/Municipal/District manager	1	1	1		
Department/Division Heads	1	14	6	8	There were clashes with other municipal programmes
Plant Managers					
Information technology	3	20	9	11	There were clashes with other municipal programmes
Other (Specify)					
Professionals SOC200					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					

Local Government Sector Education Training Authority Implementation Report

Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Technicians and Associate Professionals SOC300					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration	5	3	3		
Core finance	5	1	1		
Skills Agriculture and Fishery Workers SOC600					
Health care					
Public safety/Emergency services					

Local Government Sector Education Training Authority Implementation Report

Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Clerks SOC400					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					

Local Government Sector Education Training Authority Implementation Report

Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Core administration	5	11	11		
Core finance					
Service Workers SOC500					
Health care					
Public safety/Emergency services	2	17	17		
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Plant and Machine Operators SOC800					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					

Local Government Sector Education Training Authority Implementation Report

Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Craft and Related Workers SOC700					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Elementary Occupations SOC900					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					

Local Government Sector Education Training Authority Implementation Report

Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration	10	3	3		
Core finance					
Apprentices					
TOTALS					

SECTION 9: PROGRESS REPORT

1. How would you rate your organisations progress in implementing your Workplace Skills Plan during the period covered by this Implementation Report?

Very slow	Slow	Satisfactoryx	Good	Excellent
------------------	-------------	----------------------	-------------	------------------

Please tell us why you have given this rating:

More than 50% of the WSP was implemented

2. To what extent do you think line managers/operational managers have participated in the implementation of training in your organisation during the period covered by this Implementation Report?

Not at all	A littlex	A lot	They are completely involved in skills development implementation
-------------------	------------------	--------------	--

Please tell us why you have given this rating:

They think that training is the only business of training manager

3. To what extent do you think that employees have participated in the implementation of training in your organisation during the period covered by this Implementation Report (either through a formal Training Committee or as individuals)?

Not at all	A little	A loxt	They are completely involved in skills development implementation
-------------------	-----------------	---------------	--

Please tell us why you have given this rating:

They attended the training programmes that they indicated in their training needs.

4. Please briefly describe how you, as the SDF, played a role in the implementation of training in your organisation – what you did, how you interacted with stakeholders, who assisted you etc.

Heads of Departments to indicate the strategic value of training. Meeting their charges/employees to indicate their involvement in the development of their career paths and personal growth and development. Meeting HR portfolio committee members to impress upon them about the value of training staff members.Meeting members of local labour forum about the training needs of staff Members.

Local Government Sector Education Training Authority Implementation Report

5. Looking at the National Skills Development Strategy objectives outlined below, please indicate what your organisation has done to contribute to the achievement of these objectives during the period covered by this Implementation Report:

We have done	Nothing	A little	A lot
Support economic growth for employment creation and poverty eradication			X
Promote productive citizen for all by aligning skills development with national strategies for growth and development			X
Accelerate Broad Based Black Economic Empowerment and Employment Equity			X
Support, monitor and evaluate the delivery and quality assurance systems necessary for the implementation of the NSDS			X
Advance the culture of excellence in skills development and lifelong learning			X

Please tell us why you have given these ratings:

The staff members are well aware of the objectives of NSDS,EEA,BBEEEA. Employees always want to upgrade their skills.

6. **For municipalities only:** To what extent do you think that training in your organisation during the period covered by this Implementation Report contributed to the achievement of your Municipalities IDP objectives?

Not at all	A little	A lotx
-------------------	-----------------	---------------

Please tell us why you have given this rating:

Local Government Sector Education Training Authority Implementation Report

Employees know and understand the objectives of the three clusters contained in the IDP. The priorities of the three clusters are the KPAs of the municipality's Departments.

7. To what extent do you think that training in your organisation during the period covered by this Implementation Report contributed to the achievement of your organisation's strategic objectives?

Not at all	A little	A lotx
-------------------	-----------------	---------------

Please tell us why you have given this rating:

Employees understand the IDP document as the working document of the municipality.

8. Please briefly describe how, if at all, you have been able to measure any improvements in either the organisation's performance or individual employee performance, as a result of training interventions?

The IDP of the municipality is rated the best in the Province.

9. Please briefly describe what, if any, partnerships you have established for the delivery of training. These could be with other municipalities, District municipalities, metros in your area, Colleges, Technikons, Universities, private providers etc.

There is a good working relationship between the municipality and the University of Venda. Accredited training service providers are recommended by the trainees through the evaluation process.

10. Please briefly describe what, if any, donor-funded training initiatives employees of your organisation have participated in during the period covered by this Implementation Report:

11. In general, how would you rate the performance of the training providers that you have used during the period covered by this Implementation Report?

Very poor	Satisfactory	Goodx	Very Good	Excellent
------------------	---------------------	--------------	------------------	------------------

Please tell us why you have given this rating:

They are accredited to deliver quantity and quality training services.

12. Do you require any assistance from the LGSETA over the next year, and in what areas? (Please be as specific as possible in defining what this assistance should be)

Yes. Financial assistance through discretionary and mandatory grant. Moral and emotional support crucial.