

# **1. Guidelines and description of ARPL Process Flow activities.**

## **1.1 Advocacy**

Advocacy is done through:

- Information is provided by the National Artisan Development Support Centre (NADSC), where candidates can consult the call-centre or the website (<http://nadsc.dhet.gov.za>).
- Ministerial ARPL Advocacy programmes.
- Newspaper advertising and advertorials advocating artisan development, including the opportunities for ARPL.
- Radio and TV broadcasts propagating the importance of artisan development inclusive of ARPL.
- Posters, Brochures and other information sources, available at Labour Centres, TVET Colleges and accredited trade test centres.
- Roadshows, targeting stakeholder groups such as Organised Labour, Organised Business, Bargaining Councils, SETAs, TVET Colleges and Employer associations.

## **1.2 Application**

Prospective ARPL candidates apply at an accredited Trade Test Centre, accredited for the trade which is being applied for, to undergo an ARPL process. At application the prospective candidate completes a standard application form, found in the toolkit, for statistical purposes. The application form must be completed electronically and manually as per the toolkit, until such a time as regulation 2(1) and 2(4) of the Trade Test Regulation is implemented. Where the candidate cannot use technology, such a candidate will be assisted. At application the candidate will be assessed for compliance against the Criteria and Guidelines for the implementation of ARPL. Where the candidate does not comply, he/she must be informed of the reasons for non-compliance and what is needed to meet the requirements. Where a candidate complies, he/she will be assisted with the compilation of the PoE. Candidates must be encouraged to bring a CV and supporting documents with when applying for ARPL in order to complete a PoE.

## **1.3 Orientation**

After applying for ARPL, the candidate will be inducted together with other registered ARPL candidates to inform them of:

- What ARPL is
- The purpose and process of ARPL.
- The documentation needed for the Evaluatory PoE.
- The legislative framework related to ARPL.
- What expectations are created and how to manage those expectations.

#### **1.4 Portfolio of Evidence (PoE) compilation**

The ARPL candidate must compile a PoE that includes a Curriculum Vitae (CV) and any other certified supporting documents of qualifications and current and previous employment together with the trade related duties performed, together with any photographic proof, where available. Where a candidate is self-employed, such a candidate must provide proofs of trade related evidence and affidavits (signed in the presence of an officer of the law) from clients and a community leader to support the request for ARPL. All documents in the PoE must align with a checklist provided by the NAMB.

#### **1.5 Technical Evaluation Panel and its role**

The Technical Panel comprises of at least one qualified artisan for the particular trade, who is a Subject Matter Expert (SME). The panel should have at least two persons on the panel, to ensure integrity of the process. The panel members should be approved and registered on a database as assessors and/or moderators with the National Artisan Moderation Body (NAMB) as per the requirement of the Criteria and Guidelines for the registration of artisan trade assessors and moderators.

The Panel will be coordinated locally from individual trade test centres.

The Technical Evaluation panel will evaluate the PoE to determine a candidate's compliance with the criteria as required by the Criteria and Guidelines for the implementation of ARPL and the candidate suitability.

#### **1.6 Registration**

If a candidate meets the criteria, the candidate will be registered to undergo the ARPL process of evaluation/interview and assessment.

#### **1.7 Candidate Evaluation/Interview**

The candidate is to be evaluated through an interview process by the Assessor. The candidate will be given a checklist with the overview of the trade against which

the candidate will be evaluated to determine the integrated theory and practical knowledge and the application thereof to confirm the candidate's competence for each of the modules of the trade. This evaluation will provide a realistic, cost effective gap indication in order for the gap closure programme to be focussed.

The checklist will be signed by the candidate, assessor and a witness that is a representative of the employer or a representative of the employee.

## **1.8 Feedback**

After the candidate evaluation/interview, the Assessor will give feedback to the candidate regarding any gaps which may have been identified. The Assessor will, together with the candidate, agree on the extent of the gaps identified and how the gaps are to be closed. Feedback will also be given after the phase assessments. Feedback must also be given on the relevant module or part qualifications for which the candidate may receive recognition. A report must be drafted and given to the candidate to provide to the accredited SDP for gap closure. A copy of the signed report must be included in the PoE.

## **1.9 Referrals**

The Assessor will refer the candidate for gap closure to an accredited SDP or an approved workplace closest to the candidate's workplace or community. The candidate will be referred through the following routes:

### **1.9.1 Route A: ARPL toolkit based assessment**

Candidates, who display very few gaps after the Evaluation/Interview, will be referred directly for Phase 1, 2 and Workplace experience assessment using a NAMB approved ARPL Toolkit.

### **1.9.2 Route B: Gap Closure and Phase Assessment**

Candidates displaying gaps with the relevant trade Knowledge and Practical skills and the integration of the two will be required to undergo gap closure after which the candidate will be required to do the phase assessments.

## **1.10 Gap Closure**

The deficiencies identified during the evaluation/ interview in the knowledge and practical phases assessments and the integrated application of the two (workplace experience), will be identified as gaps. Based on the gaps identified, a focussed

programme for the particular trade will be developed by the accredited SDP or an approved workplace.

Open learning options could be considered where possible and available, but must be confirmed by an accredited SDP.

Trend analysis on identified gaps must be sent to TVET Colleges or Community Colleges for programme development. Where maths and communication gaps are identified, either AET or equivalent should be considered.

## **1.11 Phase Assessments**

### **1.11.1 Knowledge/Theory Assessment**

When gaps have been closed at the accredited SDP or training centre, Assessment of Trade knowledge will be conducted to determine depth of knowledge against a set of questions based on the particular trade.

### **1.11.2 Practical Task Assessment**

Where gaps are identified related to trade practice, a candidate will be assessed using Practical tasks related to the particular trade against which a candidate is assessed. These tasks are usually integrated with trade knowledge (theory, mathematics and drawing) where required.

At least two or more different integrated tasks are assessed to ascertain whether the candidate has the skills and knowledge required for the particular trade. These tasks cover a critical part of the scope of the trade and may be similar in format to the tasks the candidate may receive in the trade test.

### **1.11.3 Workplace Experience**

Workplace experience of the candidate who is employed will be done by the Assessor at the workplace of the candidate, if required. Employed candidates will perform their day- to- day duties as assigned to them by their employers. These duties cannot be dictated to the workplace by the Assessor.

Where a candidate is self-employed or unemployed, the candidate evaluation/interview would determine the level and extent of workplace exposure the candidate has.

## **1.12 Technical Portfolio of Evidence**

The PoE will be updated with the Candidate Evaluation/Interview checklist, the Gap Closure reports and Phase assessments, (documentary, audio graphic or photographic proof thereof), to become the Technical PoE. The recommendation of the Assessor for trade testing will be included in the PoE.

### **1.13 Trade Test**

On recommendation of the candidate for the trade test by the Assessor, who may be a member of a Technical Panel, an application may be submitted to a SETA for evaluation and issuing of a serial number until such a time as regulation 2(1) and 2(4) of the Trade Test Regulation is implemented.