



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
ROADS AND TRANSPORT

ADULT BASIC EDUCATION POLICY
VERSION 1

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ACRONYMS AND ABBREVIATIONS

1. ABET - Adult Basic Education and Training
2. DRT - Limpopo Department of Roads and Transport
3. FET - Further Education and Training
4. HRD - Human Resources Development
5. MOU - Memorandum of Understanding
6. NQF - National Qualifications Framework
7. RPL - Recognition of Prior Learning
8. SAQA - South African Qualifications Authority

DEFINITIONS

1. **Adult Basic Education and Training** - is the general conceptual foundation towards lifelong learning and development, comprising of knowledge, skills and attitudes required for social, economic and political participation and transformation applicable to a range of contexts.
2. **ABET Practitioner** - one who enables adult learners to gain new skills, knowledge and attitudes.
3. **Learning Programmes** - is defined in SAQA documents as the sequential learning activities, associated with curriculum implementation, leading to the achievement of a particular qualification or part qualification

1. INTRODUCTION AND BACKGROUND

The Limpopo Department of Roads and Transport seeks to register its deep commitment to adult education and training in formulation of this policy document.

This policy formulation has focused mainly on ABET which is the foundation for employees self and professional development. The HRD functions includes among others provisioning of ABET, to allow the department to respond to adults' on-going need for life-long learning. It is the intention of the HRD to participate actively in policy formulation and implementation within the adult education field where the needs of adults for continuing education and training is to be addressed in detail.

2. PURPOSE AND OBJECTIVE

The main purpose of this policy is to help practitioners and planners to promote, implement, monitor and evaluate robust ABET practice in order to ensure that ABET occupies a central place in the development of the education and training system.

3. LEGAL FRAMEWORK

3.1 The Constitution of the Republic of South Africa 1996 (Act No.108 of 1996)

3.2 The Provincial Policy Development Framework (2012)

3.3 Departmental Policy Development Framework Version 2 (2012)

3.4 White Paper on Education (1995)

3.5 South African Qualifications Authority Act No. 58 of 1995

3.6 National Education Policy (Act no. 27 of 1996)

3.7 Reconstruction and Development Programme (RDP) is a South African Socio-Economic Policy Framework.

4. POLICY PRONOUNCEMENT

Implementation of this policy will be guided by Batho Pele principles.

5. SCOPE OF APPLICATION

This policy is applicable to all employees of the Limpopo Department of Roads and Transport.

6. POLICY PRINCIPLES

6.1 Equity and Redress

The development of a comprehensive national ABET system which addresses national, provincial and local needs redress the inequalities created by apartheid.

6.2 Democracy

Basic education for youth and adults is a prerequisite for a truly democratic society because it prepares people for full and active participation in society.

6.3 Development and Reconstruction

The planning and implementation of large scale delivery of ABET is an important tool in the process of social transformation and a foundation for economic growth.

6.4 Access

ABET, as with access to general education, is a fundamental human right and should form the basis of lifelong learning. Special measures should be taken to ensure access for special target groups: disadvantaged women, women with special learning needs, so as to redress historical imbalances. Individuals should be enabled and encouraged to participate voluntarily in adult basic education and training programmes. Workers should have the right to Paid Education and Training Leave in line with International Labour Organization Convention.

6.5 The recognition of prior learning

The comparison of the previous learning and experience of a learner obtained against the learning outcomes required for a specified qualification, and the acceptance for purposes of qualification of that which meets the requirements. (The “acknowledgement of the skills and knowledge held as a result of formal training, work experience and / or life experience”).

7. ROLES AND RESPONSIBILITIES

7.1 Employer

- 7.1.1 Formulate policy of ABET programme.
- 7.1.2 Ensure that employees are fully informed about Adult Basic Education Training Programme, its policy, objectives and functioning.
- 7.1.3 The Department has a concomitant responsibility for ensuring access to Abet programmes at least for their employees and, preferably, for the communities from which employees are drawn.
- 7.1.4 Maintain and encourage adherence of all ABET principles especially the principle of confidentiality.

- 7.1.5 Acknowledge and recognize the prior learning, skills, knowledge and experience which learners have obtained through formal, non-formal and informal learning work experience and /or life experience.
- 7.1.6 Appoint a service provider that meets the inherent requirements of the job as outlined by SAQA.
- 7.1.7 Planning processes should make resources and facilities available for the ongoing support of learners and Adult Basic Education Training practitioners.
- 7.1.8 Promote, implement, monitor and evaluate robust ABET practice in order to ensure that ABET occupies a central place in the development of the education and training system.
- 7.1.9 Manage, participate and facilitate the implementation of ABET programme.
- 7.1.10 Evaluate the appropriateness, effectiveness, and efficiency of the ABET programme on a regular basis.

7.2 Employee

- 7.2.1 Early identification and indication of own learning needs.
- 7.2.2 Show commitment and utilize ABET programme as a vehicle for life-long learning.
- 7.2.3 Provision of training feedback on training programmes attended.
- 7.2.4 Adhere to the inherent requirements of the learning programmes and the policy of the Department.

7.3 Attendance of classes

- 7.3.1 ABET learners should be given time-off of six hours (maximum) and minimum of four hours per week to attend ABET classes. One day before and a day of exam shall be given to ABET learners as paid leave.

7.3.2 ABET candidates who are nominated to attend but abscond or withdraw without valid reason(s), shall not be granted an opportunity to access the programme again.

7.3.3 The examination shall be regarded as a special leave. Documentary evidence should be provided and attached.

7.3.4 ABET learners who take time-off for their own personal issues instead of attending class shall be subjected to disciplinary code and procedures.

7.4 Service provider

7.4.1 Sign all necessary binding documents (MOU).

7.4.2 Meet the obligations by performing in consistent with the signed contracts/ service level agreements.

7.4.3 Provide accredited learning programmes.

8. MONITORING AND EVALUATION

8.1 Monitoring and evaluation are a vital part of all ABET programme planning and implementation.

8.2 The processes of evaluation must be well conceptualized, planned, resourced and implemented.

8.3 Monitoring and evaluation of the programme is part of a continuous feedback process, which should be developed and conducted by HRD.

8.4 Monitoring and Evaluation Unit within the Department will also track progress and policy achievement in terms of the objectives.

8.5 The HRD Transversal Unit in the Office of the Premier will also monitor and evaluate the effectiveness of the programme.

9. REVIEW AND TERMINATION OF THE POLICY

The policy will be reviewed every 24 months based on the comments and inputs from the stakeholders and it will be terminated upon the inception of the new policy.

10. DEFAULT

Any third party who has a contractual relation with the Department and contravenes the provision of the policy will be dealt with in terms of the penalty clause of the agreement entered into by and between him/her and the Department.

Employees who violate this policy will be disciplined in terms of measures contained in or published in one or more prescripts that are contained in the Legal Framework of this policy.

11. INCEPTION DATE

The inception date of this policy will be within 30 days after the approval by the Executing Authority.

12. ENQUIRIES

Enquiries regarding this policy, should in the first instance be directed to HRD.

✓
RECOMMENDED / NOT ~~RECOMMENDED~~

Shible

ACCOUNTING OFFICER

14/12/2012

DATE

APPROVED/~~NOT APPROVED~~

Paul P. Moran

MEMBER OF EXECUTIVE COUNCIL

25/01/2013

DATE