



# Training Policy

## Tompi Seleka College of Agriculture

Ref: S. 6/P

2017 Reviewed edition

Date of approval: 11 September 2017

Recommended by:



Head of Department  
(Maisela, RJ)

2017-09-07

Date

Approved by:



Hon MEC for Agriculture and Rural Development  
Mapula Mokaba-Phukwana (MPL)

11/9/17

Date

<b>Table of Contents</b>	<b>Page</b>
<b>1. Acronyms and Abbreviations</b>	<b>1</b>
<b>2. Executive Summary</b>	<b>2</b>
<b>3. Introduction</b>	<b>2</b>
<b>4. Purpose and objectives</b>	<b>2</b>
<b>5. Authority</b>	<b>2</b>
<b>6. Legal Framework</b>	<b>3</b>
<b>7. Scope of Application</b>	<b>3</b>
<b>8. Definitions</b>	<b>3</b>
<b>9. Policy Pronouncements</b>	<b>3</b>
<b>9.1 Principles</b>	<b>3</b>
<b>9.2 Policy provisions</b>	<b>4</b>
<b>9.3 Monitoring and Evaluation</b>	<b>5</b>
<b>9.4 Dispute resolution</b>	<b>5</b>
<b>10. Default</b>	<b>6</b>
<b>11. Inception date</b>	<b>6</b>
<b>12. Termination and review</b>	<b>6</b>
<b>13. Enquiries and reporting</b>	<b>6</b>



## 1. Acronyms and Abbreviations

AgriSETA	Agricultural Sector Education and Training Authority
ASGISA	Accelerated and Shared Growth Initiative for South Africa
DAFF	Department of Agriculture, Forestry and Fisheries
ETD	Electronic Theses and Dissertations
HOD	Head of Department
MEC	Member of Executive Council
LDARD	Limpopo Department of Agriculture and Rural Development
SAQA	South African Qualifications Authority



## **2. Executive Summary**

This Training Policy document provides a framework, guidelines, norms and standards that will ensure that proper training programmes are coordinated in an effective and efficient manner. It seeks to ensure that emerging farmers and commercial farmers have:

- a) An equal opportunity for training programmes
- b) An equal opportunity for access to training programmes

## **3. Introduction**

The Limpopo Department of Agriculture and Rural Development (LDARD) has two Colleges of Agriculture within its jurisdiction and is committed, through these Colleges, to developing farmers and officials in the agricultural field. This is achieved by using an approach that aims at developing knowledge, attitudes and skills for farming.

The Agricultural Sector Education and Training Authority (AgriSETA) is also engaged in strengthening the objectives of the Colleges by means of:

- a) Accrediting the short courses presented at the College
- b) Availing bursaries to students who enrol at the College
- c) Skills delivery programmes

Due to the national directive that Colleges of Agriculture should take the approved Norms and Standards for Agricultural Training Institutes into consideration when developing Policies, alignment to these Norms and Standards has been applied to this Policy.

## **4. Purpose and objectives**

This Policy will allow Tompi Seleka College to:

- a) Provide the necessary training to potential trainees in the agricultural field; and
- b) Ensure that the high standard is maintained accordingly

## **5. Authority**

The Training Policy for Tompi Seleka College of Agriculture is issued under the custodianship of the Hon. Member of the Executive Council (MEC) for Agriculture and Rural Development in Limpopo and the Head of Department (HOD) as Accounting Officer.

## 6. Legal Framework

- Green Paper on National Agricultural Training Institutes
- Quality Management Systems for Education and Training Providers
- SAQA Criteria and Guidelines for Electronic Theses and Dissertations (ETD) Providers

## 7. Scope of Application

This Training Policy is not relevant to any full time registered students, but only applicable to persons enrolling for short courses and learner ship programmes.

## 8. Definitions

For the purpose of this specific Policy document, the following definitions will be applicable.

College:	Refer to Tompi Seleka College of Agriculture
Training:	Refer to all methods of education applied at the College – both theoretic and practical
Learner:	Refer to both a person enrolled for a short course/learner ship programme

College of Agriculture: For the purpose of this policy, College of Agriculture (to replace Agricultural Training Institute) will be used until such time when the approved Norms and Standards document for Agricultural Training Institutes is fully implemented.

## 9. Policy Pronouncements

### 9.1 Principles

The Policy shall be based on the following principles:

- 1) Training must be seen as a sound investment in the development of the agricultural sector and the economy as a whole.
- 2) Training needs must be aligned to the objectives and priorities of the Department of Agriculture, Forestry and Fisheries (DAFF).
- 3) All training opportunities attended by partakers should be need based and linked strategically to broader human resource development.

- 4) All training must be directed by a training plan that includes a cost/benefit analysis.
- 5) Training programmes must be coordinated in such a way that they assist previously disadvantaged farmers to overcome obstacles to their development into commercial farmers.

## 9.2 Policy provisions

The provisions of this Training Policy include the following:

### A) Who is eligible for training?

All farmers, prospective farmers and learners are eligible for training, depending on whether the individual meets the requirements for the particular training programme.

For short courses, the requirements are as follows:

- 1) Be willing and able to attend the complete session
- 2) Attend training on the commodities which they are already engaged with at their respective farms

For learner ship programmes the requirements are as follows:

- 1) Learners should attend training on the commodities which they are already engaged with
- 2) An individual should at least have passed Grade 7 (Standard 9)

### B) Rules and regulations:

Learners and farmers who come to the College for training, should adhere to the following rules:

- 1) Should not get involved in theft.
- 2) Should not get involved in drug and alcohol abuse since it is not allowed and can lead to disciplinary measures.
- 3) Should not get involved in vandalism of property since it is an offence which leads to disciplinary measures.
- 4) Trainees should adhere to times set for training (as well as time set for checking into rooms); non-compliance can lead to disciplinary measures.
- 5) Any other behaviour contrary to the spirit of learning, will lead to disciplinary measures.

C) Trainers:

- 1) Trainers are expected to offer quality training which encompass both theory and practical sessions.
- 2) Trainers are expected to develop and update training manuals in local languages.
- 3) Trainers are expected to wear specific protective clothing.

D) Standard:

As indicated, training should be of high quality and include both theory and practical sessions.

The following will be applicable:

- 1) Training should comprise 70% practical sessions and 30% theory.
- 2) Use of training materials to meet the requirements is needed.

E) On-farm training:

On-farm training will be based on:

- 1) Demand
- 2) Compatibility
- 3) Feasibility

Furthermore, matters such as the following will be taken into consideration:

- 1) Security
- 2) Accommodation
- 3) Meals, transport and other logistics

F) After care services:

After care services will be rendered to farmers after completion of the training. The services will be rendered in conjunction with the LDARD's Extension Services in order to assist farmers on the ground and also to assess the impact of the training. Both the District Office as well as the municipalities will be partnering in this endeavour in order to ensure proper intervention.

### **9.3 Monitoring and Evaluation**

Monitoring and evaluation as well as advocacy of this Training Policy, will be done by Tompi Seleka College of Agriculture.

### **9.4 Dispute resolution**

Any dispute in relation to this Training Policy, its application and implementation shall be managed in line with the College of Agriculture's dispute resolution and grievance mechanisms.

## 10. Default

No deviation from this Training Policy will be allowed. Should any deviation from this Policy be needed, it will only be permitted (i) after submission of a proper written motivation to the HOD and (ii) with the written permission of the HOD.

## 11. Inception date

The inception date of this Training Policy is the date of approval – as indicated on the cover page of this Policy document.

## 12. Termination and review

This Policy will be reviewed every three years (or as and when a need arise) and may be replaced by a transversal Policy presented by DAFF at any time.

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

## 13. Enquiries and reporting

All enquiries regarding this Training Policy, should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended by:

  
.....

Head of Department

(Maisela, RJ)

2017-09-07  
.....

Date

Approved by:

  
.....

Hon MEC for Agriculture and Rural Development

Mapula Mokaba-Phukwana (MPL)

11/9/17  
.....

Date