

TRAINING COMMITTEE ADMINISTRATION

INTRODUCTION

The main task of the Training Committee is to represent all employees and managers and to consult as their representatives with Management on various issues, specifically the Workplace Skills Plan. Consultation on the WSP is a matter of legislation and to this extent; the Training Committee is a statutory body.

The Training Committee is potentially a very exciting forum, and it is a priority to ensure that it works and is relevant. Besides its statutory duties, there may be other tasks that could involve the Training Committee in greater participation in decision making in the future. These tasks need to be identified and facilitated.

Consultation: Management will inform the Training Committee of various issues and get their feedback. In order to do this fairly, Management will disclose information, give time for the Training Committee to consider it and will collect feedback. Only after the feedback and/or a recommendation has been prepared by the Training Committee and considered by Management, shall Management make its decision.

In its proper and legislated role of receiving information and giving feedback, there is no potential in the Training Committee for conflict nor requirement for negotiation. Even if a range of different opinions is expressed, they can all be included as feedback to management and there is no need for the Committee to have to choose between them.

A vital role of the Training Committee is to communicate with the employees they represent and each Training Committee member should address this and decide how they could go about it. Various methods are appropriate including notice boards, distribution of documents, e-mail and personal communication.

The Training Committee should also decide how it will deal with the roles of chairperson and secretary. In a committee of this nature, care should be taken not to assume that a woman should carry out the secretary function.

CONSTITUTION OF THE TRAINING COMMITTEE

1. DEFINITIONS

- “Committee” means the Training Committee constituted in terms of this Constitution which shall act as the training committee envisaged by the Skills Development Act.
- “Eligible Employees” means permanent employees who represent employees in the various levels and categories and groups as defined by the Employment Equity Act.
- “Employee Representative” means an employee selected for the position of employee representative in accordance with section 6 of this Constitution.
- “Workplace” means the site/s where employees carry out their work and includes all branches of the company.

2. OBJECTIVES OF THIS CONSTITUTION

To regulate the relationship between Management and Employees, and in so doing to strive to establish an effective and co-operative working relationship.

To consult on and assist in all matters as indicated in the Regulations of the Skills Development Act.

To consult on other matters as may be determined from time to time.

3. GENERAL PRINCIPLES

The parties affirm their fundamental belief in dialogue, discussion and consultation as being the preferred method for conducting their relationship.

Management and the Committee shall endeavour in good faith to seek reasonable and satisfactory solutions to grievances that may arise between them, and undertake to process all disputes in accordance with the procedures outlined in this Constitution, and they shall consult each other where they anticipate that such disputes may arise.

4. EMPLOYEE REPRESENTATIVE

Employee Representatives are employees who have duties and functions in terms of their employment with the department. Employee representatives are subject to the same policies, rules, regulations and other conditions of employment as other employees of the department.

Employee representatives shall be entitled to:

- Communicate and disclose Committee related information to those employees he/she represents unless otherwise agreed during a meeting.
- Collect feedback from and give feedback on behalf of those employees he/she represents.
- Carry out any other duties prescribed in this Constitution and any other legitimate duties necessary to fulfill the role and function of an employee representative as prescribed by the principles contained in this Constitution.

5. MEMBERSHIP OF THE COMMITTEE

Employee Representatives

The number of employee representatives shall be less than 10, shall reflect the company and its employees as follows: -

- A representative of each occupational level
- A representative of each occupational category
- A representative of each gender group
- A representative of each race group
- A representative of employees with disabilities
- **At least one representative of each recognized Trade Union**

Any employee may represent 1, or more than one, of the groups listed above Other committee members

Other Committee members shall include the HR Manager; the Skills Development Facilitator and a maximum of 2 Management representatives appointed by Management.

6. SELECTION OF EMPLOYEE REPRESENTATIVES

Employee representatives shall be selected in the following manner: -

- Management shall ask for nominations at each work premises in order to install a new Committee or to replace members who leave
- The nominations shall be made anonymously on standard forms and individuals may nominate themselves
- Management shall select the employee representatives from the nominations by applying the criteria stated in the Regional Training Committee policy guideline

An employee representative shall vacate his/her office on account of any one or more of the following circumstances: -

- Resignation as an employee representative;
- If he/she ceases to be an employee of the department;
- On the expiry of his/her term of office as an employee representative which shall not exceed two years. Such employee representative will be eligible for re-election.
- If the majority of the Committee members so decree notwithstanding the reason therefore and including misconduct and incompatibility
- If he/she is in breach of the Terms of Reference

In the event of any vacancy occurring in any constituency, selection of a replacement representative shall be made within 30 days.

TRAINING COMMITTEE MEETINGS

Meetings shall be held as follows:

- Regular meetings shall take place to discuss standard agenda matters
- A quorum of at least one half of the employee representatives and one manager shall be required for a properly constituted meeting
- These meetings shall be;
 - Held during working hours;
 - At agreed times and dates;
 - Chaired by an appointed person;
 - Preceded by an agenda which has been prepared by an appointed person
 - Followed by minutes prepared by an appointed person and distributed to all members within 10 working days of each meeting
- After each meeting representatives shall report back to their respective constituencies.

RESOLUTION OF DISPUTES

It is accepted by both parties that grievances and/or disputes related to the Terms of Reference could arise that may lead to disagreements. To this end the parties have entered into this dispute procedure in order that when such an event occurs the matter can be resolved as fairly and as speedily as possible.

To this end parties agree that all collective disputes will be dealt with as follows:

The aggrieved party shall furnish particulars of the issue in dispute in writing to the other party (the answering party). Such notice shall set out the nature of the dispute and the proposed terms of settlement

Meetings of the parties aimed at resolving the dispute, shall be held as early as possible but at least within 10 (ten) working days of receipt by the answering party of the written notice of dispute

Should the dispute remain unresolved the parties may mutually agree to invoke either arbitration or mediation in respect of any dispute

Should the parties still be unable to resolve the dispute and either party wishes to take the matter further, it shall invoke the dispute machinery cited in the Labour Relations Act, as amended from time to time

GENERAL

No relaxation or indulgence, which Management or the Committee may grant to the other party, shall constitute a waiver by the former of any of its rights under this Constitution.

THUS AGREED AND SIGNED AT _____ ON THIS _____ DAY
OF

_____ 200_

FOR MANAGEMENT

FOR THE COMMITTEE

TERMS OF REFERENCE FOR THE TRAINING COMMITTEE

As a member of the Training Committee, I undertake:

To act at all times in the best interests of the Department and all of its Employees and to approach my statutory and related duties in a responsible and sensitive manner.

To recognize that the Training Committee is a statutory body that will exist for at least the next 5 years and act to achieve the objectives defined by the Skills Development Act.

To focus on these statutory objectives and not attempt to use the committee as a forum to address the interests of individuals or other parties.

To act as a fully involved committee member, to attend all committee meetings and to recognize that this duty is included as a normal part of my planning and time management of my work for the department.

To co-operate with management to prepare, implement and monitor an employment equity plan that provides clear, practical and reasonable targets and measures to overcome employment barriers for the designated groups and to increase diversity at all levels of the workforce.

To co-operate with management to implement and monitor a workplace skills plan that provides clear, practical and reasonable targets to improve job performance and productivity and to train and develop employees at all levels of the workforce.

To represent, communicate with and gather feedback from employees and other stakeholders as required by the Act and to timeously table this feedback for discussion in committee meetings.

To respect the sensitive and/or controversial nature of some of the information that will be disclosed by communicating it sensitively and within its context and by refraining from using such information to achieve other objectives.

To recognize that whereas management is required to comply with the legislation, it has also decided to adopt a constructive and pro-active attitude towards its legislated duties.

To recognize that whereas the Acts require management to consult and attempt to reach agreement, management reserves the right to make the final decision after due consideration of the recommendations of the Training Committee.

NAME:

SIGNATURE:

DATE

TRAINING COMMITTEE

MINUTES OF A MEETING HELD ON _____

DISTRIBUTION

COMMITTEE MEMBER	REPRESENTING/ROLE	PRESENT Y/N

MINUTES

No	Agenda Item	Action	By whom	By when
1				
2				
3				
4				
5				

AGENDA FOR THE NEXT MEETING

No	Topic	Responsibility
1	Matters arising from/since the last meeting	All
2		
3		
4	General	All
5	Date of next meeting	All

DETAILS OF THE NEXT MEETING

DATE
TIME
VENUE

**NOMINATION OF A REPLACEMENT REPRESENTATIVE TO THE
TRAINING COMMITTEE**

We have a vacancy on the Training Committee for a representative for

If you would like to nominate someone to fill this position, please complete this form and return it to _____ by _____.

Please note that Management will select the representative from the nominations received by the cut off date.

Name of person nominated:

Nominee's Job Title and Department:

Race group to which nominee considers herself/himself to belong:

Gender group of the nominee:

Please confirm that the person you have nominated is willing to join the Committee and ask for her/his input to help you answer the following questions:

Is the nominee prepared to actively participate in the Committee?

Is the nominee prepared to attend all meetings?

Does the nominee understand her/his role on the Committee?

Is the nominee prepared to carry out all statutory duties required of Committee members?

Is the nominee prepared to comply with the Terms of Reference of the Committee?

NOMINATION FORM FOR MEMBERS FOR A NEW COMMITTEE

In order to ensure that the Training Committee is fully representative, you are invited to nominate male and female persons who reflect your interests.

NAME OF NOMINEE:

(Please nominate only one person per form)

DEPARTMENT IN WHICH NOMINEE WORKS: _____

JOB TITLE OF NOMINEE:

To represent (tick one or more categories)

African employees	<input type="checkbox"/>
Indian/coloured employees	<input type="checkbox"/>
White employees	<input type="checkbox"/>
Employees with disabilities	<input type="checkbox"/>
Unionised employees	<input type="checkbox"/>

TO BE COMPLETED BY THE NOMINEE

If I am selected, I agree to participate as required in the Training Committee as a representative of the interests of:

Signed by:

PLEASE NOTE

Your nomination is important because Management will constitute the Training Committee from the nominations that are received.

Please hand in your completed nomination form to _____

by _____

THE ROLE OF THE TRAINING COMMITTEE IN SKILLS DEVELOPMENT

THE WORKPLACE SKILLS PLAN AND IMPLEMENTATION REPORT

The Workplace Skills Plan must be compiled as required by the Department of Higher Education and Training and the PSETA, and be submitted to the PSETA by the end of June each year.

The Workplace Skills Plan is based on the Entity's business goals and its skills priorities to achieve these business goals. The Committee gives input on the priorities for developing employees and it monitors implementation and ensures that the implementation contributes to the achievement of the Employment Equity goals.

The Committee also needs to be involved in monitoring competence gaps to ensure that the Entity has the skills it needs to achieve its business goals. Where skills are lacking, learning interventions will have to be identified and these should support the Employment Equity Plan.

THE ROLE OF ALL EMPLOYEES AND MANAGERS

Skills Development is a consultative process. The Committee represents all Employees and Managers and part of its role is to inform every one of the issues being discussed and to get feedback. Minutes of each meeting are available to every one through their representative on the Committee.

Anyone who wishes to give any feedback or input on Skills Development is encouraged to do so verbally or in writing through his/her representative or through the Training Manager