
SEPTEMBER 2008

CIRCULAR NOTICE No. 9/ 2008

TO ALL ESTABLISHMENTS IN THE INDUSTRY:- *PLEASE READ CAREFULLY*

A **LEARNER / APPRENTICE** is only that - provided there is a **CONTRACT**.

A **LEARNER / APPRENTICE** may be contracted prior to going to college, while doing part-time studies or after s/he has completed college and now wants to work in a salon.

A **LEARNER / APPRENTICE** and the employer must complete the correct **LEARNERSHIP CONTRACT** and **LEARNERSHIP AGREEMENT** forms – obtainable from the respective SETA (in our industry the Services SETA, 13th Floor, Commercial City) or from the bargaining council for convenience. These forms must be completed **COMPLETELY**, and must then be returned with a certified copy of the ID, School Leaving Certificate, Module / Unit Standard Certificates, Log Book and the **TRAINERS TRADE TEST CERTIFICATE** from the salon. A vital aspect of the contract is the section to be completed by the Training Provider - or College - which the learner attends. It must all be complete before the forms are handed in.

No **LEARNER / APPRENTICE** will be permitted to take a trade test if s/he does not have a 13 digit contract number, or if the contractual period of 52 weeks has not been completed.

A **LEARNER / APPRENTICE** doing part-time studies must renew the contract annually, and this can be extended by a further six months if the parties feel this is advantageous to prepare the learner for the Trade Test / FSA.

At the conclusion of the contracted period of learnership, said learner is responsible to apply for the **TRADE TEST** or Final Summative Assessment (FSA). There is a simple application form for section 13 (current learner / apprentice) or section 28 test - with a R200.00 fee payable only in the case of the S.28. The S.28 is applicable to someone who has been in the industry for at least seven years without a trade test.

Please feel free to contact the council or the SSETA for further clarity on this subject.
Yours Faithfully

AT Parkinson
SECRETARY to COUNCIL