



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



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How to Find and Choose Unemployed Learners

How to Find and Choose Unemployed Learners

Employers, training providers or SETAs can ask the Department to help them find unemployed learners. The Department will search on their database, hold interviews and make a list of the best unemployed people for the learnership.

Application

Employers, training providers or SETAs who are looking for unemployed learners for learnerships can use this service.

Finding and choosing unemployed learners

If employers, training providers or SETAs want to make use of the service of the Department to find and choose unemployed learners for their learnerships, they must use the following steps:

Step 1: Contact the nearest labour centre

Write to the Employment Services Practitioner at the nearest labour centre and ask them to find unemployed learners.

In the letter, show the –

- name, contact person and address of their organisation;
- type of learnership;
- NQF level of the learnership;
- number of learners they are looking for;
- start date of the learnership; and
- selection criteria (if they have decided it).

What will the Department do?

We will let you know if we can help you within 14 days.

If we are able to help, we will set up a planning meeting.

See

- Labour Centres

Short description

Step 2: Attend the planning meeting

In the planning meeting the employer, training provider, SETA and Department decide what education, experience and other traits they want the learners to have.

What will the Department do?

We will search our database for unemployed people that will suit the learnership.

We will then invite 5 times as many people as is necessary to come to a briefing session.

Step 3: Attend the briefing session

Employers, training providers and SETAs can come to the briefing session if they want to.

What will the Department do?

We will tell unemployed people at the **briefing** about the learnership and ask them if they want to be part of it.

We will also hold **interviews** with people who want to be part of the learnership.

After the interviews, we will send a **list** to show which candidates were the best.

Step 4: Choose learners

Employers, training providers and SETAs can choose the learners they want from the list.

This service is free, but the Department may ask for help with venues when they organise the briefing sessions and interviews.

Related Links

- Basic Guide to Employment Contracts (Learnerships)
Sectoral Determination 5 requires that employers give learner workers certain details of their employment in writing
- Basic Guide to Learnership Agreements
Under the Skills Development Act, an agreement must be signed by the learner (a type of apprentice), employer and training provider
- Basic Guide to Learnership Disputes
The Skills Development Act provides procedures for resolving disputes about learnerships (a type of apprenticeship)
- Basic Guide to Learnership Requirements
The Skills Development Act allows Sector Education and Training Authorities (SETAs) to start learnerships only if certain conditions are met
- How To Join a Learnership if you are Unemployed
Unemployed people must register as work-seekers and look for employers.
- How To Set Up Learnerships if you are an Employer

Employers must choose a learnership, training provider and apply for a learnership grant.

- **Contact Us**

How to contact the Department of Labour

- **Labour Centres**

Short description