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EMPLOYMENT AND TRAINING PROGRAMME

ARC REPATRIATION COMMITTEE

1 September 1992

BACKGROUND

The integration and resettlement programmes were set up in 1991 to alleviate socio economic hardships faced by returning exiles and political prisoners on release. The programme focuses on preparing these people for economic integration into South Africa. In the past two years since the programme inception these achievements have been made:

Vocational and skills training

- 80 people have been trained in legal, executive and general secretarial courses

- 240 people have trained in accountancy, bookkeeping, public relations, personnel training

- 225 people received training in business and commercial fields.

- 487 young adults were trained in various technical and vocational skills, motor mechanics, welding, carpentry, electrical wiring, dressmaking and designing, truck driving T.V. and video repair, upholstery, shoe repair etc.

1. Training support

187 people received training support in the duration of their training programmes

. 2. Education support

192 students were put on education bridging programmes

- 2 008 students have been assisted with bursaries at university and Technikon level

3. Employment support

- 427 people have been assisted with job placements, 2 000 with preparation of C.V.s'

- 30 people received training attachments

- 22 were placed on temporary employment

4. Self-employment programmes

14 people were assisted in self employment schemes

About 3 926 people have benefitted from these programmes

## INTRODUCTION

The project is made of four complimentary programmes.

1. Skill training programme
2. Training support
3. Employment programme
4. Self-employment

The employment and training programme is inspired by an integrated approach in meeting the needs of resettlement and integration of exiles. It believes that all programmes must ultimately lead to the economic integration of returning exiles. That economic integration is fundamental in any resettlement and integration programme.

Most exiles have lost their schooling time in the struggle against apartheid. Some have suffered as a result of the education crisis in the country. Consequently integration in society means arming them with marketable skills or helping them to advance their careers.

It also means a deliberate effort to advance people in career paths previously monopolised by whites because of apartheid policies. Without this emphasis we will not be able to redress apartheid imbalances in a democratic South Africa.

Political discrimination and prejudices are a reality in the job market. Employment opportunities will not only be realised through the opening of the job market. Self-employment schemes is an important component of this programme.

Most integration and resettlement programmes end with the training and equipping of people with skills. In the highly competitive job market it is imperative to assist returnees to find employment. The employment project is an active proponent of affirmative action to redress apartheid imbalances in job opportunities. Therefore, the programme will have to rely also on the political clout of political organisations in dealing with this question.

This perspective immediately sets the programme on a different plain with already existing employment schemes. The activities of the Employment and Training Programme are not only inspired by the notion of the marketing of skills, but by the belief in affirmative action to empower of the lot of disadvantaged communities, which among them are political exiles and ex-political prisoners.

The programme prepares candidates for the job market and at the same time wishes to make a break with the confines of apartheid career paths for black people. The programme aims to break the white monopoly of professional skills on the job market through its training programmes. The programme is also committed to the advancement of women, and in particular black women in business, social and political life in South Africa.

Collaboration with other groups

To achieve its aims the programme must collaborate with bursary and education institutions, the business community, and other development groups. The project has also to liaise with a range of social, political and professional organisations. Although realised under the ANC repatriation committee, the programme is sensitive to the fact that returning exiles are not only ANC members.

Among groups that we are involved with are Matla Trust, World University service, Batlagae Trust, employment agencies, South African Education Trust, Education Development Trust, Peninsula Technikon, National Coordinating Committee for the Return of political exiles, Wits Technikon, Youth Education Trust, the private sector and embassies.

We have had dependable collaboration with all these groups for the success of the programme.

#### PROJECT MOTIVATION

The struggle against apartheid and the crisis in the educational system in the country denied a lot of young people a right to education and to acquire skills. Exiles who have been out of the country for a long time need support to orientate themselves. Active intervention in housing, employment, education and training will bring the much needed relief to help the exiles. In the education field exiles have peculiar problems like the conversion of educational certificates into South African equivalents. Changing into real names and finding educational institutions in career paths which were traditionally not encouraged for blacks.

The structure of society is still racist which still reproduce racist attitude with regard to employment especially in technical and professional fields. There is a need to prepare exiles to be competitive on the job market to challenge the racist stereotypes characterising job placements.

The limited employment capacity of the economy including prevalent racism and political discrimination makes it necessary to also set up exiles in the informal sector of the economy. Self-employment schemes are a support basis for such a service.

BUDGET ILLUSTRATION

13 SKILLS TRAINING FUND

1. Real Estate Training for 20 people R90 000
2. Dress making and design for 45 people R60 000
3. Secretarial and clerical training for 40 people R200 000
4. Artisan and technical skills training for 100 people R250 000
5. Commercial, business, management, & Std. 8-training programme for 200 people R300 000
6. Computer training in word processing, PC integration, spreadsheet and Dbase with for 100 people R350 000

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TOTAL R1 250 000

2. Training support

Will provide training support to deserving and needy applicants who because of family circumstances, or economic situation can not upgrade themselves through the skills upgrading programmes. R500 000

3. Self-employment Schemes

Self-employment schemes to support cooperatives in agriculture, production and services, in carpentry; technical repair services; motor repair, panel beating and spray painting; telefax and communication.

The support allocation will not exceed R3 000 per individual and will be allocated for most basic tools and an initial operational costs not exceeding R1 000 per scheme. The support will form capital for a revolving credit scheme under trust.

R4 500 self employment support allocations for 200 self-employed. R900 000

4 Employment Project

National coordinating office R150 000

Consultation, and employment workshops R30 000

Support for 4 satellite offices with

commission based volunteers R20 000

R200 000

1. Skills training RI 250 000

2. Training support R500 000

3. Self employment schemes R900 000

4. Employment project R200 000

5. Administration R200 000

TOTAL R3 050 000

## PROGRAMMES DESCRIPTION

### 1. Skills Training Fund

The fund will be allocated to groups contracted to conduct specific skills training programmes.

Payments will be made on the basis of invoices from contracted groups and in accordance with the training proposal.

The programme coordinator will advise the Projects Committee as to when such payments are due.

Payments will be made by transfers of through cheques or any other methods jointly agreed upon with training group

In most cases a deposit will be placed with training groups and the balance paid at the completion of the training

Technicians and technical colleges will be funded through bursary applications

Bursary support will be jointly administered through Batlagae trust which handles returnees bursary support

Monitoring of the training

The project coordinator and training officer will monitor the training programmes and give evaluations to the Projects Committee on a regular basis.

Where a programme is conducted in collaboration with another group, joint monitoring and evaluation will be conducted

Joint task forces will be formed to facilitate such collaboration Will make recommendations to the trust about termination of contracts and opening of new contracts.

### 2. Training support

Training support will be considered on individual basis for inservice training where the contractor will not be able to advance training support for trainees. The period of support will not exceed five calendar months from the date of the commencement of the training.

Cases to be considered

-Where proposed training dislocates people from their regions

-Where a trainee can not at all undertake the proposed training for financial reasons

-Where and when training absolutely requires such support

How will training support be determined

The support will be considered on presentation by the coordinator to the Committee.

The support will be determined by reasonable needs associated with the training, and calculated. according' to what can be reasonable needs in a region except in cases where such support will be refunded.

Such support will be tenable for purely skills training purposes.

Such support will be negotiated to be administered by the training group on agreed terms

It will be used in conjunction with the skills training fund.

Skills training secretariat

The training secretary, and the project coordinator will form the skills training secretariat.

They will investigate new training programmes and submit proposals to the projects committee.

### 3. Self-employment scheme

Upon the completion of the skills training courses candidates are transferred to the employment data-base.

The employment office can recommend further training or skills upgrading to the training office for its applicants.

Assist returning exiles with professional skills with job placements, certificate conversion and evaluation by the Human Science Research Council.

Advise applicants on requirements for registration with professional bodies.

Recommend self-employment schemes and training preparation for less opportunity employment cases.

Now will self-employment support be applied for

Regional coordinators will put head office in contact with applicants.

Applicants will get brochures which explain rules governing such support.

Certain skills training courses are geared for self-employment.

Candidates on such courses will automatically qualify for such assistance.

Candidates will attend a workshop to learn basic principles of managing own business.

They will learn how to draw business proposals from the workshop.

Candidates will each receive individual counselling on the viability of chosen self-employment scheme.

Self-employment programmes will be coordinated by the employment office.

The employment office will monitor the progress of such schemes.

### 4. Employment Project

Exiles and ex-political prisoners are the most disadvantaged of the unemployed. They still face discrimination for political reasons.

The project targets the business world to highlight the plight of the returnees. It also maintains contacts with a wide range of employment agencies and NGOs to facilitate this work.

The project operates on a national basis through ANC and NCCR offices to maintain contact with various regions. This network makes it possible to handle placement on a national basis though with shortcomings. Through the skills training project it has been possible to equip people with skills to meet job requirements.

The employment project gets a turnover of skills from the artisans, management, secretarial, business and academic programmes.

## IMPLEMENTATION OF THE PROGRAMME

### Project administering

The project is administered by a Projects Committee. It advise on the direction of the programme, and take decisions on the running of the different projects. It will prepare evaluation reports on the programme for donors and other interested parties. It will meet regularly to take any administrative measures and decisions necessary.

### Trusteeship of the Projects

Where expedient the Repatriation Committee seeks the Trusteeship of an appropriate agency to administer a project.

The Trusts assist the Employment and training Programme to administer the projects. .

A Trust assumes the trusteeship of all funds raised under the particular project.

Joint task forces are formed for this purpose for monitoring and to prepare joint evaluation report for donors.

A Trust group will come to a joint agreement with the ANC repatriation committee which authorises this trusteeship in conjunction with donors.

The ANC Repatriation Committee duly authorises such agreements as authorises this collaboration with Employment and Training Programme.

### Appointed Trusteeship

Will be the custodian of all funds raised for the project by the repatriation committee or by joint agreement.

Will assist the programme to realise the full capacity countrywide.

Will make the final approval on disbursement of funds under the said project in accordance with the project proposal.

Will assume a joint monitoring and evaluation of all said projects as entrusted.

Will facilitate a wide wider access to the programme irrespective of sectarian or political affiliation.

Will be a democratic organisation with acceptable standing within the community.

Will be open to external auditing of the projects funds.

### The Project Committee

The projects committee set up under the programme will consist of the Programme Coordinator, the training, employment and education project officers.

The head of the Repatriation Committee, Directors of appointed Trusts or their representatives will be ex-officio members of the Committee.

The Committee will assume all functions in directing the programme.

Will upon its discretion draw other interested parties in its work.

The projects committee will meet from time to time or whenever necessary to review the programme.



The Projects Secretariat

Will consist of Programme Coordinator, the training, employment and education projects officers with the an appropriate programme officer from the ANC finance department.

The secretariat will meet for monthly planning evaluation and coordination of activities.

Will conduct a quarterly review of individual projects.

The Projects Committee members will be ex-officio members of the secretariat.

#### STAFFING OF THE PROJECT

##### 1. Project Coordinator

-Will oversee the development of the programmes.

-will liaise with the director on fund allocations

-Will report to the Projects Committee on project development

-Organise meetings of the projects committee

-Recommend training programmes, employment support applications and make recommendations on self-employment allocations.

-Raise funds for the project

-Meet and liaise with donors as well as preparing reports on evaluation and progress

-conduct regular meeting with the projects secretariats.

##### 2. Training and Education Officers

Conduct consultation with training applicants

Give career and training advise

Give counselling on proposed training programmes in terms of career and employment possibilities.

Give advise on training modules.

Liaise with contracting groups on progress of training conducted.

Conduct negotiations with training groups on matters of the courses or training modules

##### 3. Employment officer

Will conduct consultation with job applicants, help them to draw CV, and advise them on job opportunities.

Will create a data base of job applicants and job offers made.

Will liaise with regions on employment needs.

Will liaise with the private sector, non governmental organisations, education institutions and established employment agencies on job placements.

Will coordinate job placement on a national basis.

##### 4. Employment and Training office secretary

Keep all records and documents relating to training and employment projects.

Conduct correspondence of the respective offices.

Respond to contracting groups training administrative matters as directed by respective officers.

Fulfil all office functions as might arise and maintain such office records as necessary.

Assist the employment, training and education officers to liaise with regions on their needs and requirements.

Staff salaries and conditions of employment

Staff salaries for the programme employees is realised through the ANC.

Travelling and transport expenses will be realised under the programmes funds.

Any other additional staffing needs will be paid on the projects funds

All staff will be under the employment of the ANC Repatriation Committee, and under employment conditions as determined by the ANC.

The Repatriation Committee may second staff to Trust groups for the implementation of the programmes' projects.

Non salaried staff

Regional coordinators

They will be part-time, non paid assistants in regions to introduce prospective candidates to the programme.

They will provide counselling and placement of candidates on respective training projects in their respective regions in consultation with the national office.

They will also assist with job placements with a commission based on a percentage of the placement fee.

They will serve as part-time employment officers for respective regions.

The Employment and Training programme will provide the administrative support to the volunteers.

The number of coordinators will be determined by need.