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06 February 2019

**To: The Education Secretary / Training Officer / National Educator
CONSAWU, COSATU, FEDUSA, NACTU**

Dear Comrades and Colleagues.

Re: INVITATION FOR PARTICIPANTS APPLICATIONS to FURTHER EDUCATION AND TRAINING CERTIFICATE: TRADE UNION PRACTICE QUALIFICATION (TUPQ)

1. Introduction

Ditsela Workers' Education Institute is proud to announce that the Further Education and Training Certificate in Trade Union Practice (FETC-TUPQ) will be again rolled out in the Western Cape. Ditsela has been reappointed by the ETDP Seta to be the provider of this qualification.

2. The learnership model of the qualification

As many of you will know, this qualification is pitched at National Qualifications Framework (NQF) level 4 (Grade 12 / Std. 10), and for the 2019/2020 programme, we aim to enrol **35 learners** from the labour movement. The Seta has registered the qualification according to the **learnership** model; it is 70% of the learning takes place at the workplace and 30% will constitute contact sessions.

3. Purpose, Objectives and Outcomes

On completion of this qualification the learner should be able to:

1. Gather and use information relating to trade unions;
2. Implement strategies to organise workers;
3. Promote the rights of workers;
4. Understand the relationship between the economy, power and the formation of social classes;
5. Promote gender equality and women's empowerment, through understanding the relationship between race, class and gender and how they impact on gender inequality and discrimination;
6. Understand the history and impact of the trade union movement in South Africa and internationally.
7. Gather and prepare information for an effect engagement in collective bargaining processes, and
8. To be able to understand and use various medium to communicate trade union activities such as education, campaigns and to use mainstream media in pursuance of trade union objectives.

Directors: Sidumo Dlamini (Chair) Eddie De Klerk, Dennis George, Mike Tau, Monyatso Mahlatsi, Alfred Mafuleka, Helen Diatile, Joseph Maqhekeni, Narius Moloto, Mosidi Maboye
Mike Louw, Fundi Nzimande

Ditsela Workers' Education Institute is a project of the Trade Union Federations COSATU, NACTU and FEDUSA. It is an association incorporated under Section 21 (96/14857/08)

For more information see www.ditsela.org.za

We believe that this will greatly assist in strengthening trade unions through building the capacity of officials and shop stewards.

4. Course Schedules

The course schedule is therefore as follows:

MODULE CONTACT SESSIONS

Module	Name	Date
Induction	RPL Portfolio Course	11 th – 15 th March 2019
Module 1 (a)	Fundamentals: Communication	
	Mentors Briefing Workshop	Dates to be confirmed
Module 1 (b)	Fundamentals: Maths Literacy	27 - 31 May 2019
Module 2	How Trade Unions Work	15 - 19 July 2019
Module 3	Political Economy	02 - 06 September 2019
Module 4	Labour Law as an Organising Tool	14 - 18 October 2019
	Workplace visit	
Module 5	Organising Workers	17 – 21 February 2020
Module 6	Women’s and Other Forms of Oppression	Dates to be confirmed
Module 7	Building Effective Organisations	Dates to be confirmed
Module 8	Media & Communication	Dates to be confirmed
Module 9:	Collective Bargaining	Dates to be confirmed
Reassessment, Moderation and Verification and Close up Report		

PS: Dates subject to change

5. Entry requirements

The **entry requirements** set by the South African Qualifications Authority (SAQA) for this qualification are:

- 1) Demonstrated competence in **Communication Literacy** at NQF Level 3 (Grade 10 /Std 8) or equivalent; and
- 2) Demonstrated competence in **Mathematical Literacy** at NQF Level 3 (Grade 10 / Std 8) or
- 3) Workers with the necessary experience will be considered for access through the administration of an assessment process involving written and oral assessment tool through which they may demonstrate their acquired competencies.

5.1 For further consideration, applicants need to:

- 1) Be nominated by their **Federations**;
- 2) Be able to attend **all contact sessions**, including the Induction & RPL Portfolio Course and Fundamentals;
- 3) Have guaranteed paid time-off for the duration of the program and which will be arranged by the union
- 4) Be in the position to **sign a learnership agreement** with their employer (trade union) and the training provider (Ditsela);
- 5) Have access to an experienced person in the workplace who could act as a **Mentor** and who would be able to attend a briefing workshop before the course commences; and

NB: Contact sessions” or “contact time” refers to the time spent in class attended by participants.

6. Federations representation

At the Inter-Federation Consultative Workshop it was decided that each trade union federation (CONSAWU, COSATU, FEDUSA, NACTU and CONSAWU) would be given **seats according to the formula: As per the contractual obligation by Seta for 30 learnerships, the breakdown is as follows: Cosatu: 16, Fedusa: 8, Nactu: 4, Consawu: 2**

The above spread is applied according to the Nedlac representation criteria which are also applied in the Ditsela Board of Directors.

7. Course sittings

This course will take place in **Cape Town**, and accommodation will be provided for participants from outlying areas. Please send applicants once the list of appointed candidates has been **finalised by the Federation**, kindly return the completed application forms **before close of business**, for the attention of Felicia on felicia@ditsela.org.za and grischelda@ditsela.org.za. Tel: **021 959 2581**, Fax **021 959 2130**.

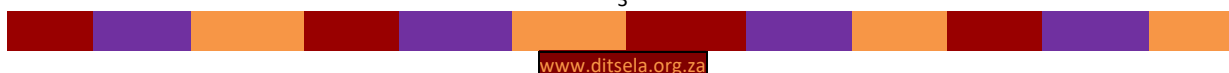
Please note that we will only accept applications that are **completed in full, received from, and authorised by the Federation**, with a certified copy of your ID and a certified copy of your highest qualification or statement of results. If you require any further information, please contact Grischelda Hartman, email: grischelda@ditsela.org.za or felicia@ditsela.org.za or through the contact numbers above.

We look forward to this new journey in workers’ education to build a stronger labour movement!

Yours in workers’ education,

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Grischelda Hartman
Programme Coordinator
Ditsela Workers Education Institute





2019 Application Form

NAME OF COURSE: Trade union practice qualification (TUPQ)

Course starts: DD /MM /2019

Course ends: DD /MM /2019

Where:

Union:

Region:

Surname:

First Name:

Occupation:

Position in union:

Period in the union position:

Number of years in the union:

Identity Number:

Union Official

Union member

Male

Female

I require accommodation: (indicate number of nights)

Please note that your union pays a percentage of the accommodation costs.

Date of birth: DD /MM /YYYY

E-mail address:

Telephone at home: []

Telephone in office hours: []

Cell- number:

Fax: []

Postal address:

Date applied:

Signature of applicant:

AUTHORISATION:

Full Name/s: _____

Position: _____

Date authorised: _____

Signature: _____

! This application must be approved by an official or office bearer with the necessary authority. Unauthorised applications cannot be accepted and forms will be returned. Please fax this form to DITSELA at 021 959 2130 or email at felicia@ditsela.org.za