



## **Training Layoff Scheme**

THETA has been established in terms of the Skills Development Act 97 of 1998. The purpose of THETA is, among others, the development and implementation of a Sector Skills Plan within the framework of the National Skills Development Strategy; to promote and register Learnerships, the quality assurance of training providers and programmes; management of levy income and disbursements to ensure the development of skills and economic growth within the sector.

The Office of the Presidency in partnership with social partners – the Department of Labour, NEDLAC, NSF and CCMA – have put in place a training layoff scheme in reaction to the current economic meltdown. The scheme (TLS) is one of the government interventions to mitigate the impact of the global financial crises.

### **WHAT IS THE TRAINING LAYOFF SCHEME?**

- An option to retrenchment
- A temporary suspension of work whilst an employee is on training
- Training needs are linked to the needs of the business/employer
- A training allowance is paid to an employee, guaranteed for three months or depending on the duration of a training course falling within the parameters of the scheme
- The employer only carries the cost of employee benefits, e.g. provident fund, funeral cover, medical aid, etc.
- CCMA qualifies applicants.

### **WHO QUALIFIES?**

- Any employer registered with THETA or operating within the THETA scope that is contemplating staff retrenchments due to operational requirements as a result of the global economic recession and may be sustainable through short term relief.

### **WHAT DOES THETA OFFER?**

- THETA will appoint an accredited training provider to offer training and cover all training costs on relevant skills programmes as recommended and agreed upon by both the employer and the affected employee.;
- The National Skills Fund (NSF) will provide funding for the training allowance payable to the employer in advance.

Qualifying employers are invited to send their applications directly to CCMA at e-mail: [TrainingLayoff@CCMA.org.za](mailto:TrainingLayoff@CCMA.org.za) or the **CCMA Call Centre Number: 0861 16 16 16** or visit their website at [www.ccma.org.za](http://www.ccma.org.za) for applications forms and guidelines.

### **The following forms are available on the CCMA website:**

- The **Training Layoff Process Agreement** form is completed as part of the s189A and s189 / 135 CCMA process where agreement is reached to explore a training layoff as part of the process.
- The **Request to Participate in Training Layoff Scheme** form is completed by a party / parties in the labour market not involved in a CCMA process who wish to participate in the Training Layoff scheme.

*For more information on the THETA processes, please visit [www.theta.org.za](http://www.theta.org.za) to download the Guide to Training Layoff Scheme or contact the following THETA staff:*

*Buyisiwe Dube, e-mail: [traininglayoff@theta.org.za](mailto:traininglayoff@theta.org.za) or Muzi Mwandla, e-mail: [muzi@theta.org.za](mailto:muzi@theta.org.za) or tel: **011 217 0600**.*

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