



Sector Skills Plan working group Terms of reference

Name of the working group

Sector skills plan working group

Purpose of the working group

The goal of the SSP working group will be to develop the Sector Skills plan for 2005 - 2009 within the Tourism Sector.

Background

Sector Education and Training Authorities (SETA's). form an integral part of the implementation of the Skills Development Act and the Skills Development Levies Act. In accordance with Section 10(1) of the Skills Development Act each SETA must develop a sector skills plan (SSP) within the framework of the National Skills Development Strategy (NSDS).

The establishment of THETA has addressed the long-standing need for a mechanism that can provide in the skills development needs of the Tourism Sector. As some of the sub sector within Tourism did not have Industry Training Boards. THETA is facing a significant challenges in gathering data in Conservation, Sport, Fitness and Guiding, this poses a challenge in launching initiatives that are appropriate and relevant to the sector's needs.

This sector skills plan represents a further step by THETA in contributing to the NSDS. The SETA is looking forward to improving its understanding of the sector and strengthening its strategies to develop the skills of employees within the sector. It will therefore continuously be working on a revision of this plan. The SSP should therefore be regarded as a dynamic document that will continue to evolve as THETA develops greater insight into the needs of the Tourism sector.

The vision for THETA is

"Training for Growth."

It is the mission of THETA

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“To facilitate the achievement of excellent standards and growth, through development and recognition of people.”

The sector is, however, characterised by a considerable lack of recent and coherent data specific to its nature and profile. This aspect needs attention to enable the development of more focused approaches to skills development in the future.

Overall Objectives

The SSP would remain a mere dream if it were not transformed into specific actions and projects. Ensuring that the core functions of THETA work in congruence with the SSP is a major responsibility of a public executive. Equally important, projects that do not contribute to the strategic choices would waste public resources. Ultimately, the quality of publicly provided goods and services rests on the linkages between policy goals, the strategy selected to achieving these goals, and the specific projects designed to implement the strategy.

As should be clear from this document, THETA is committed to serving learners, employers and employees within the sector to the best of its ability. It is looking forward to working with all stakeholders in the Tourism sector towards its vision of becoming the premier authority in the facilitation of education and training in South Africa.

The objectives of this sector skills plan are:

1. To create a culture of lifelong learning
2. To address historic imbalances in the development of people in the Tourism sector
3. Implementing Learnerships in all THETA sub sectors
4. To facilitate affordable and accessible training to meet the sector's needs
5. To link up with national development projects and manage projects in conjunction with the Department of Labour
6. To recognize the workplace as a learning environment



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7. To focus on skills development in the small, medium and micro enterprise (SMME) sector
8. To provide appropriate skills programmes as per identified skills gaps within the Tourism sector
9. To develop the capacity of companies to implement the skills development strategy, and
10. To encourage the participation of more employers and to foster skills development in the Tourism sector for productivity and employment growth.

These Terms of Reference of the Sector Skills Plan working group are intended to guide the stakeholder SSP working group when executing its activities for advising on the development and implementation of the Sector skills plan of THETA.

Composition of the working group

The SSP working group will comprise of at least ten (10) members with a maximum of fifteen (15) members:

1. The working group shall consist of a convenor, stakeholder representatives, a secretary and two board members representing employer and employee representatives. The convenor shall be the Skills Development Manager of THETA and shall act as the Chairperson. The voting members shall comprise:
 - The Skills Development Manager (Chairperson)
 - 2 Board appointed members (Comprising of equal representation from both the Employers and Employees)

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2. Stakeholder members of the working group will be appointed from the following groupings:
 - Operations managers x 3
 - THETA employees (as seconded) x 4
 - Chamber representatives x 5

Working group Members will be capacitated if needed, in order to fulfill their duties

- Additional members, with specific skills, can be co-opted, without voting rights, from the provider constituency and Government Departments responsible for Tourism Sector Department of Environmental Affairs and Tourism (DEAT) and Sport and Recreation South Africa (SRSA).

The committee will also permit observers to attend meetings provided they notify the secretary, at least a week before the meeting, of their attendance. Observers and non-board members will have no voting rights at meetings

Scope of Work

- Commission researchers in areas identified by the working group and recommendation from the DoL Executive summary of the original THETA SSP document.
- The information extracted from the workshops will be submitted to the working group to enable understanding of stakeholder views.
- In addition, a discussion forum workshop regarding skills gap analysis and learnerships will be held. Stakeholders from the entire sector will be invited to the workshop. The names of the attendees at this workshop to be included as an Appendix to this document.

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- Based on the information gathered, the working group will be able to determine broad objectives for THETA and to draft key development priorities, objectives, performance indicators and a goal for the SSP.
- The working group to submit a pre-final draft of the SSP to members of THETA Board. Feedback from the Board is incorporated into the final document that will be submitted to the Department of Labour.

In the first iteration, the SSP will be revised in the following manner:

- The SSP working group to meet and agree on the nature of the revisions to be made to the original SSP and the process to be followed in this regard. Names of the attendees at this meeting to be included as an Appendix to this document. The working group to agree to a detailed SSP update project plan with tasks, activities, due dates and responsible persons. A copy of the project plan to be included as an Appendix to this document.
- Consultants to be commissioned to revise the sector profile on the basis of an analysis of all workplace skills plans received the SARS employee database and further desk research.
- The working group to meet again to consider the progress made and to align THETA objectives to those of the National Skills Development Strategy (NSDS). The names of the attendees at this workshop to be included as an Appendix to this document
- Finally the working group to devote a full day to developing success indicators and aligning THETA strategies and initiatives to the NSDS and sector objectives. The names of the attendees at this workshop to be included as an Appendix to this document.
- Feedback on the SSP to be circulated to all THETA Board Committees, sub committees, and all stakeholders. The names of the individuals and organizations that the SSP draft document to be included as Appendices to this document.



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- The first draft of the revised SSP to be submitted to the SSP working group for consideration before being submitted to THETA Board for approval.

Purpose of the Working group

The work emanating from this working group should be seen as fundamental to the success of the development of the Sector skills plan of the SETA. Sector Skills Plan working group members should thus see this working group as a framework within which they can provide expertise and consistent feedback to continuously implement and improve the Sector Skills plan for the Sector as a whole.

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Functions and duties of the working group

The Sector Skill plan working group's functions will include, but are not limited to the following:

- Provide strategic direction with regards to:
 - Implementation of Skills Development Strategy
 - Participation of non-participating organizations in the Skills Development Process
- The development and implementation of the Sector Skills Plan
 - Provide advice, make recommendations and act on behalf of the THETA on matters pertaining to the development of the Sector Skills Plan

Meetings

- The Working group shall meet as often as necessary for the proper conduct of its affairs but at least twice every month
- Decisions taken will be made only if a quorum (50 + 1) is present.
- The Chairperson shall determine the dates, times and venues of the meetings
- The Chairperson of the meeting shall apply acceptable meeting procedures to reflect attendance, apologies etc.
- Any person whose presence is required for the purpose of a meeting may be invited by the working group to attend such meeting
- Special meetings, of an extraordinary nature, which need immediate attention, may be called at the discretion of the Chairperson and at the substantiated request of not less than one third of the members, in which event the meeting will be held at a time and venue determined by the Chairperson, as soon as practicable after the receipt of such request
- At meetings of the working group, each voting member present shall have one vote and all questions shall be decided upon by a majority of votes. In the case of equality of votes, the Chairperson shall have a second or casting vote
- The Chairperson of the SSP working group shall ensure that the minutes of such meetings are kept
- THETA shall provide such facilities and services including secretarial services to the working group as required



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- The Operations Manager is responsible for co-coordinating the working group's procedures and forwarding its recommendations, including the preparation and distribution of meeting documentation, under the direction of the Chairperson
- The working group may act despite vacancies in its membership so long as a quorum is present



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Notice of meetings

Notice shall be given in writing to all members of the SSP working group and other interested parties, of each meeting to be held at least 7 days prior to the date on which such meeting is to be held.

Period of Establishment

Board members of the SSP working group will be appointed for the duration of their Board Terms

Non-Board members of the SSP working group will be appointed for a period of 2 years, or until finalization of the Sector Skills Plan has been reached.