



*Minutes of the*  
**ASPASA SKILLS DEVELOPMENT COMMITTEE MEETING**

**Date: 13 June 2017 – 09:00**

*Venue: Aspasa, Unit 8, Coram Park, Ferero Road, Randpark Ridge*

<b>1</b>	<b>WELCOME</b>																
	The ASPASA Director welcomed all present. The Chairperson was introduced.																
<b>2</b>	<b>PRESENT &amp; APOLOGIES</b>																
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Trevor McAdam</td> <td style="width: 30%;">Drift Supersand</td> <td style="width: 40%;"><a href="mailto:trevor@supersand.co.za">trevor@supersand.co.za</a></td> </tr> <tr> <td>Jacques Farmer</td> <td>PRISMA</td> <td><a href="mailto:jacques@prisma.co.za">jacques@prisma.co.za</a></td> </tr> <tr> <td>Ester Teffo</td> <td>Afrimat</td> <td><a href="mailto:Ester.teffo@afriamat.co.za">Ester.teffo@afriamat.co.za</a></td> </tr> <tr> <td>Santie Parsons</td> <td>W G Wearne</td> <td><a href="mailto:santiep@wearne.co.za">santiep@wearne.co.za</a></td> </tr> <tr> <td>Nico Pienaar</td> <td>ASPASA</td> <td>nico@aspasa.co.za</td> </tr> </table>	Trevor McAdam	Drift Supersand	<a href="mailto:trevor@supersand.co.za">trevor@supersand.co.za</a>	Jacques Farmer	PRISMA	<a href="mailto:jacques@prisma.co.za">jacques@prisma.co.za</a>	Ester Teffo	Afrimat	<a href="mailto:Ester.teffo@afriamat.co.za">Ester.teffo@afriamat.co.za</a>	Santie Parsons	W G Wearne	<a href="mailto:santiep@wearne.co.za">santiep@wearne.co.za</a>	Nico Pienaar	ASPASA	nico@aspasa.co.za	
Trevor McAdam	Drift Supersand	<a href="mailto:trevor@supersand.co.za">trevor@supersand.co.za</a>															
Jacques Farmer	PRISMA	<a href="mailto:jacques@prisma.co.za">jacques@prisma.co.za</a>															
Ester Teffo	Afrimat	<a href="mailto:Ester.teffo@afriamat.co.za">Ester.teffo@afriamat.co.za</a>															
Santie Parsons	W G Wearne	<a href="mailto:santiep@wearne.co.za">santiep@wearne.co.za</a>															
Nico Pienaar	ASPASA	nico@aspasa.co.za															
<b>3</b>	<b>MEMBERS CODE OF CONDUCT</b>	Chairman															
	The Chairperson read the section from the agenda and asked those present to confirm that they concur with this. All agreed.																
<b>4</b>	<b>ISSUES FOR INDUSTRY DISCUSSION FOR SKILLS DEVELOPMENT</b>																
	<p>It was noted that this committee was not only a good platform for the industry to discuss issues, but also crucial to the industry to establish what training was need to keep in compliance with the requirements of the Mining Charger, SLP's, WSP's and ATR's.</p> <p>It was noted the WSP's &amp; ATR's were a big problem for the industry and therefore a need for ASPASA to coordinate. Training in the industry that was coordinated was essential, not only because it was required, but also because there was too much loose courses.</p> <p>It was noted that the new draft mining charter was proposing that 6% to be spent on training. If this goes through, the industry will have to seriously coordinate and organise relevant training,</p> <p>What are the objectives of this committee? It was agreed that the industry needed advice, help and coordination, so as to ensure that the legal compliance be met. It was noted that ASPASA already was far advanced in helping the members with Health &amp; Safety and Environment. Two more legs was being implemented, i.e. Technical/Quality and then Skills Development. All very relevant to the running of a company, big or small.</p> <p>A further issue that was raised was that of companies applying to the MQA for discretionary grants, where the MQA approves, verify but then the payments are not made.</p> <p>ASPASA to do a survey on which companies have applied and have not been paid. As an industry body issue to be raised with the MQA and the DMR.</p> <p>It was agreed that ASPASA develop an "audit" protocol to check what members have and flowing from this there can be assistance given. The problem is that the DMR group audits are already looking at issues which members are battling with. At the end of the day, the mining licence could be revoked.</p> <p>It was agreed that the Chairperson would assist in developing a "training/skills audit" for ASPASA.</p> <p>It was proposed that a draft proposal be developed to be tabled at the next Mancom meeting in July. Issues such as IR, wage rates etc. could be included if needed.</p>	Chairperson															

# ASPASA SKILLS DEVELOPMENT COMMITTEE MEETING 13 JUNE 2017

	<p>It was also noted that there was a need for Manager's to be developed (SLP's already need this) in Discipline/Motivational etc. A template would be needed for this.</p> <p>It was agreed that a follow up meeting be held on 6 July. An agenda will be circulated.</p>	<p>Chairperson</p> <p>Office</p>
<b>5</b>	<b>TRAINING NEEDS ANALYSIS FOR INDUSTRY</b>	
	<p>Some of the needs will come out of the audit but ASPASA will also have to do a needs analysis to ensure an industry wide view can be formed.</p> <p>Some documents and background will be supplied by the Chairperson.</p>	<p>Chairperson</p>
<b>6</b>	<b>RETURN ON INVESTMENT ON TRAINING</b>	
	<p>It was noted that for Skills Development to be effective and an investment, there should be more work done on this. It is often important to note that all the compliance and budget issues, need to talk to each other. Training cannot just be a cost, but must also fulfil Mining Charter/BEE compliance.</p> <p>This matter will also be on the next agenda.</p> <p>It was essential that companies understood what their return on investment was.</p> <p>Also to establish if there was value in the training done. Often this is not done, therefore it is not known if the training has made a difference in the business.</p>	
<b>7</b>	<b>CAREER PLANNING AND PROGRESS PLAN</b>	
	<p>The survey discussed in 4 above will also be developed once more information has been gained.</p> <p>It was also noted that many companies do not have IDP's (Individual Development Plans) for staff. Some do it only for their talent pool. To be able to do this, there is also a need to "mentor". Some training and guidance was needed on this.</p> <p>An issue to be repeated in next meeting.</p>	<p>Office</p>
<b>8</b>	<b>TRAINING vs BUSINESS STRATEGY</b>	
	<p>There is a big need for this not only to ensure compliance, but also to make training an economic asset for a company.</p> <p>Coaching was needed.</p> <p>It was also noted that member companies do let staff sit in on the ASPASA Health and Safety and Environmental audits, which can then be allocated to "training" done. Such "coaching" can be claimed back.</p> <p>Issues such as Section 54 training that ASPASA has done can also be claimed. The WSP's allow for this. The problem is that the SDF's in companies often don't know about this or that those attending training don't give it through, therefore it is not captured and companies lose out on this. It is essential that the WSP capture all of these.</p> <p>It was noted that companies should have a training matrix where the following years training is planned and captured. ASPASA will at the end of 2017 assist in planning for distribution to companies so that a matrix in each company can be prepared.</p> <p>What companies need, needs to be surveyed by ASPASA. This will assist operations to plan better.</p>	<p>Office</p>
<b>9</b>	<b>CREDENTIALS FOR TRAINERS</b>	

## ASPASA SKILLS DEVELOPMENT COMMITTEE MEETING 13 JUNE 2017

	ASPASA will do a guideline document for its members on how to check out “Credentials for Trainers”. Members can then sue to ensure that the training is done properly.	Chairperson Office
<b>10</b>	<b>PREPARING FOR MINING CHARTER</b>	
	ASPASA will do a summary of the new vs old mining charter. A template to be developed to help in completing such a document.	Chair /Office Other
<b>11</b>	<b>SOCIAL CORPORATE INITIATIVES</b>	
	A quick explanation on the difference on CSI and SLP was given. CSI was where there was no mining licence and SLP for when there was a mining licence. (Ester to send her presentation). Issues to stand over to next agenda.	Ester

Ref: 2017 – Training