



## **FOODBEV SETA APPRENTICESHIP PROJECT**

### **Terms of Reference**

1. Provide the FoodBev SETA with a qualified Fitter/Millwright artisan to conduct a gap analysis at host employers.
2. Report to the the FoodBev SETA on the gaps identified in terms of the curriculum of the relevant trade.
3. Conduct quarterly (6months) monitoring site visits at the host employer to determine the progress of apprentices.
4. Report to the FoodBev SETA on a quarterly basis on the monitoring visits and provide a detailed explanation on the progress of each apprentice.
5. Recommend actions to be taken by the host employer to ensure correct exposure of the apprentice to the requirements of the relevant curriculum.
6. Provide the FoodBev SETA with a logbook containing all aspects of the relevant trade as per the requirements of the different curriculums. The FoodBev SETA will provide each apprentice with a copy of such a logbook that would be monitored during the quarterly monitoring visit.
7. Provide the FoodBev SETA with a list of required equipment and hand-tools (if applicable) that each apprentice is supposed to have, in order to complete the relevant trade. The FoodBev SETA will provide this to all prospective host employers and this will be checked during the initial gap analysis process.
8. Provide the FoodBev SETA with guidance on requirements for different Trade Tests and assist with the arranging of these Trade Tests at different venues nationally, when the apprentices complete their training should the FoodBev SETA require this service at the time.