CHIETA
CHEMICAL INDUSTRIES EDUCATION & TRAINING AUTHORITY

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ORIGINAL CHIETA DOCUMENT

Learnership Enrolment Process

The employer recruits learners for CHIETA accredited qualifications and Learnerships

1. Learnership Agreement Contracts are to be completed before the commencement of training by all relevant parties – the employer, provider and learner
2. Annexures to the Learnership Agreement Contract must be the following documentation: certified copies of learner identification document, highest qualification obtained, Learnership Implementation plan/schedule and Contract of employment between learners Workplace for the duration of the Learnership.
3. Fully completed Contract with supporting documents must be submitted to CHIETA for processing prior to the commencement of training.
4. The Learnership Agreement Contracts are received by the Data Management Unit where they are tracked and date stamped.
5. The Data Management Unit then evaluates; checks and verifies the Learnership Agreement Contracts.
6. If the Learnership Agreement Contract is 100% and meets all the minimum requirements as tabulated above it is then captured onto the CHIETA Management Information System.
7. Upon capturing, the CHIETA Management Information System automatically generates a learner enrolment number.
8. Generated learner enrolment numbers are then captured on an Issuing Enrolment Number letter that is emailed to the training provider or employer.