

Take note that BEAUTY INTEGRATED is the duly appointed Project Management Company for Service Seta and authorized to manage this process on behalf of Service Seta (SSETA).

## WHY INTERNSHIPS

### Introduction:

#### Goals and Objectives of the Program

The Services Seta have decided to conduct a project for Interns who completed their training and still lack the workplace experience before they can be employed.

The beauty industry recognises the need to expand its current employment profile and has committed itself to introducing new blood and perspectives through the implementation of an internship program for graduates.

The Service SETA Internship Program is aimed at unemployed graduates wishing to gain entry into the beauty industry. It includes a practical workplace experiential learning component and a theoretical learning component which will be integrated to provide interns with a solid foundation of skills for employment in the beauty industry.

The internship primarily focuses on the development of key skills needed within the beauty industry and is structured in such a way so as to maximise learning opportunities for interns.

In the long term it is hoped that such a transfer of skills will also improve the quality of the Beauty Industry in South Africa. A particular contribution can be made to increase and develop the beauty industry in South Africa.

#### Stakeholders of the Program

- The Services SETA (SSETA) was established as a result of the Skills Development Act 1998 (No 97 of 1998) to perform such duties as prescribed by the act. An important component of these duties is the implementation of discretionary grants (as per the Scarce and Critical Skills information as referred to in Chapter 4 of the SETA's Sector Skills Plan) and fund skills development to member companies of the SSETA and other stakeholders as approved by the CEO and SSETA Council.
- Beauty Integrated as the duly appointed Services SETA's Project Management Company acts as the custodian of the project and undertakes co-ordination of the necessary components of the program to ensure the successful completion of the project.
- Training Providers, etc.
- Beauty Houses, Spa's, Wholesalers, Distributors etc. provide the practical workplace experience.
- Interns: Unemployed, Graduates. The Interns are committed to the Goals and objectives of the Internship Program and the willingness to learn by way of successfully meeting the requirements of the learning outcomes at the end of

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the program.

As part of the greater Internship Program the training program allows new entrants into the beauty industry to achieve and ensure their employability and productivity, thereby improving their employment opportunities.

The formal training is aimed at learners participating in the Service Seta Internship Program. It aims to enhance the quality of education and training in skills regarded as scarce in the beauty industry, including, sales and marketing skills, by ensuring that both practical and underpinning theoretical elements are incorporated.

The formal training is designed to give the interns a context into which they can place their practical experience and to augment the varying experiences that interns are likely to encounter in real work situations.

### **How does it Work:**

The following processes have been identified for Vocational and Tertiary Institutions that intend to become part of this project:

- The Services SETA will invite employers to accommodate interns for a period of 6 months;
- The Services SETA will develop and supply the tools for the workplace experience of the interns if applicable;
- A Service SETA Certificate of Practical Workplace Experience will be issued to Interns on completion of the internship period (6 months) which endorses the HET or FET qualification which the learner was registered for;
- As being part of this incentive program the host/current employer agrees that the company will at the end of the 6 month period retain at least 70 % of the Interns on a permanent basis for at least another 6 months;
- The internship program will include specified activities to be completed and evidence to be gathered in a Portfolio of Evidence (POE), which aligns to the relevant SAQA qualification;
- Workplace coaches/mentors will assist Interns during the workplace experience and the gathering of workplace evidence for their portfolio of evidence;
- The duly appointed Services SETA's Project Management Company will collect proof of workplace experience on the prescribed format contained in the POE;
- The internship will be completed as workplace experience only, monitored by the duly appointed Services SETA's Project Management Company for quality purposes;
- With this option, no additional qualification or unit standards will be allocated to the candidate at the end of the practical experience, but the duly appointed Services SETA's Project Management Company together with SSETA reserves the right to monitor the quality of the workplace experience.
- All prospective Interns will have to capture their CV's on the Service SETA Scarce Skills Database.
- The interns will be paid a stipend of R18 000 (R3 000 per month for the period of 6 months) by the duly appointed Services SETA's Project Management Company for the period of 6 months if funding is approved.
- This means that the company can increase their workforce capacity at **NO cost** to the company itself.
- Employers will be allowed to top this amount up if they so wish, but this is not compulsory.

- The intern in return will assist the employer in building capacity;
- The host/current employer will be obligated to ensure that the Interns sign a daily attendance register, which will be provided by the duly appointed Services SETA's Project Management Company, to prove that workplace experience is taking place.

**Procedure for Applying (Employers):**

- Host/current employers confirm their intention to participate by stipulating this on a company letterhead with the names of the prospective candidates;
- Completion and submission of relevant Intern documentation to Beauty Integrated:
  - Copy of **certified** ID;
  - Employment Contract;
  - Intern Information Form;
  - Banking details form;
  - CV;
  - **Certified** copies of formal qualifications.
- Inducting the Employers and Interns
- Implement Internship Program
- Beauty Integrated together with SSETA monitors the project until close off
- Collection of POE's
- Certification of Interns

**NQF Level Internship Value:**

- R 3 000 per month for 6 months.
- If a Learner is disabled an additional disability grant of R 1 500 per month for 6 months is available.
- Employers will be allowed to top this amount up if they so wish, but this is not compulsory.
- The payment of the above allowances will be made to the duly appointed Services SETA's Project Management Company who in turn will pay the intern; hence the fact the Intern will sign an employment contract with the duly appointed Services SETA's Project Management Company for this reason only.

## INTERNS - GENERAL FIELDS

QUALIFICATION TITLE	INTERNSHIP	NQF LEVEL
1. National Certificate : Beauty Technology	Beauty Technology	4
2. National Certificate : Nail Technology	Nail Technology	5
3. National Certificate Field Marketing Research	Field Marketing Research	4
4. National Certificate in Labour Recruitment Consultancy	Labour Recruitment Consultancy	4
5. National Certificate in Contact Centre	Contact Centre Support	2
6. National Certificate in Contact Centre Operations	Contact Centre Operations	4
7. National Diploma in Contact Centre Management	Contact Centre Management	5
8. National Diploma in Customer Management	Customer Management	5
9. National Certificate in Customer Management	Marketing and Sales	4
10. National Diploma in Marketing Communication	Brand Leadership	5
11. National Certificate Marketing Communication	Marketing Communications	4
12. National Certificate in Generic Management	Team Leader	3
13. National Certificate in Generic Management	Supervisor	4
14. National Certificate in Generic Business Administration	Secretarial\Administration	3
15. National Certificate in Generic Business Administration	Secretarial\Administration	2
16. National Certificate in Generic Business Administration	Secretarial\Administration	4
17. National Certificate in Payroll Administration	Payroll Administration	4
18. National Certificate in Management	First Line Manager	5
19. Further Education and Training Certificate: Postal Frontline Service	Postal Frontline Services	4
20. National Certificate in Labour Relations Practice	Labour Relations Administration	5
21. Further Education and Training Certificate: Governance and Administration	Governance and Administration	4
22. National Certificate: Generic multi-sector project management	Project manager	4

## INTERNS – TECHNICAL FIELDS

QUALIFICATION	QUALIFICATION
1. Welder	2. Electrician
3. Wood Machinist	4. Electrician ( Engineering)
5. Plumber	6. Electrician (Air-conditioning and Refrigeration)
7. Platter/Boilermaker	8. Electrician (Armature Winder)
9. Plasterer	10. Electrician (Con)
11. Motor Mechanics	12. Earth Moving Equipment Mechanic
13. Millwright (Electro mechanic)	14. Diesel Mechanic
15. Millwright	16. Carpenter and Joiner
17. Instrument Mechanic	18. Bricklayer
19. Fitter ( including machining)	20. Bricklayer / Plaster
21. Fitter and Turner	22. Automotive Electrician
23. Fitter	24. Tool and Jig maker
25. Electro Mechanic	26. Tool Jig and Die maker
27. Electronics Equipment Mechanic	28. Toolmaker
29. Electronics Mechanic	30. Electrical Fitter
31. Sheet metal Worker	

With the assistance of SSETA we as a nation can assist these interns by actively participating in this project.

We hope you are just as excited as Beauty Integrated to be part of creating a much needed stepping stone to welcome our youth to the corporate environment.

Yours in skills development

**Beauty Integrated Management**