



REPORT TO:

1. ITEM NUMBER UWM 09/09/24

SUBJECT

PED DEPARTMENT UPDATE ON SKILLS AND SPECIAL PROJECTS

ONDERWERP

**DEPARTEMENT OPENBARE BEMAGTIGING EN ONTWIKKELING (PED):
VORDERINGSVERSLAG OOR VAARDIGHEIDS EN SPESIALE PROJEKTE**

ISIHLOKO

**INGXELO YESEBE LOPHUCULO LOKUXHOTYISWA KOLUNYU NGOKUJOLISA
KWIZAKHONO NEEPRIOWUJEKTHI EZIZODWA**

LSU: R0263

3. DELEGATED AUTHORITY

In terms of delegation

This report is FOR NOTING BY

- Committee name** : Urban Waste Management
- The Executive Mayor together with the Mayoral Committee (MAYCO)
- Council

4. DISCUSSION

4.1. PURPOSE OF THIS REPORT

This report outlines the operational projects of the Special Projects and Support branch within PED. These currently include skills development projects, as per the City of Cape Town's 'Public Empowerment and Skills Development Framework' and EPWP-related special projects implemented by the Public Employment and Development (PED) Department.

4.2. PUBLIC EMPLOYMENT AND SKILLS DEVELOPMENT SECTION

4.2.1. Introduction and overview of skills development projects

The Public Employment and Skills Development (PESD) unit is an existing section/ unit within the new branch which creates a platform that enables the City of Cape Town (City) to provide skilling opportunities that enhance economic inclusion. It does this by facilitating and implementing effective City-wide skills development projects that address identified skills gaps for participants and in growth sectors in Cape Town. PESD projects are guided by an approved Public Employment and Skills Development Framework, and can run between 12 and 36 months in duration.

Currently, there are **20 active skills projects** which qualified according to the approved Framework, and these are reporting against a target of 15 projects which is set for the 24-25 financial year. These projects cover the 3 national EPWP Sectors, which are Infrastructure, Environmental and Social.

The overall value of this current set of skills projects is **R463 969 528.35**. The planned number of total work opportunities over the multiple years of these projects is **2779**, as per the table below.

To date **1611 work opportunities have been created** which equates to **58%** achievement level so far. The low number of work opportunities is due to the fact that two new projects (registered in July) with over a thousand planned work opportunities are currently in the recruitment phase.

Annexure A contains more information about the current 20 skills projects, including the number of participants planned for each skills project.

Annexure B contains more information about and an update on the EPWP Entrepreneurship Trainee Programme, (EETP) which is a key pilot initiative led by PED Department.

Annexure C contains more information about the skills training which is provided to participants in each of the skills projects, and shows some project photographs.

4.2.2 Timeframe of active skills projects 'pipeline'

Below is a summary table of the 20 active projects in the 2024-2025 financial year, indicating which of them have ended as at end June 2024 and which are set to continue in the new 24-25 financial year.

This shows the current, confirmed 'project pipeline'. Further skills projects have been requested by Directorates for future funding and co-funding, including expansion of the artisan project which is a partnership with the National Business Initiative and the Economic Development & Investment Department.

Skills development is a major strategic focus of the national EPWP programme for the next 5 years, and PED Department continues to actively promote and facilitate more skills projects within Cape Town.

No.	Skills Projects	Directorate	Years in operation/ implementation							
			20-21	21-22	22-23	23-24	24-25	25-26	26-27	
1	Kader Asmal Development Programme	Spatial Planning and Environmental Management								
2	Business Hub Service Expansion	Economic Growth								
3	Law Enforcement Auxilliary Expansion Programme	Safety and Security								
4	Youth Literacy & Life Skills	Community Services and Health								
5	Entrepreneurship Trainees	Public Empowerment and Development								
6	Informal Trading & Compliance	Economic Growth								
7	EPWP Transversal Support	Urban Waste Management								
8	Auxiliary Law Enforcement Project	Safety and Security								
9	EPWP Data Center	Urban Waste Management								
10	Women at Work	Urban Mobility								
11	EPWP Audit Readiness	Urban Waste Management								
12	Metro Project 1000	Safety and Security								
13	NBI IRM Learner Programme	Corporate Services								
14	Facility Protection	Community Services and Health								
15	VIP Support	Corporate Services								
16	HR EPWP Payroll	Corporate Services								
17	Carbon Smart	Spatial Planning and Environmental Management								
18	EPWP -River Warden	Spatial Planning and Environmental Management								
19	ISBS Janitorial Skills	Water and Sanitation								
20	Public Participation Outreach team	Corporate Services								

4.3. WASTE WARRIOR PROJECT

As per previous PC reports, Waste Warriors was a pilot project conducted in the previous financial year with the intent of providing participating no-fee schools with a temporary placement of Expanded Public Works Programme (EPWP) workers to assist with strengthening recycling in the schools and to promote long-term adoption of waste minimization practices.

PED Department is currently in the process of conducting an evaluation of this pilot project.

Financial Implications None Opex Capex
 Capex: New Projects
 Capex: Existing projects requiring additional funding
 Capex: Existing projects with no additional funding requirements

Policy and Strategy Yes No

Legislative Vetting Yes No

Legal Implications Yes No

Staff Implications Yes No

Risk Implications Yes The risks for approving and/or not approving the recommendations are listed below:

No Report is for decision and has no risk implications.

Making progress possible. Together.

No Report is for noting only and has no risk implications.

POPIA Compliance Yes It is confirmed that this report and the content of the annexures have been checked and considered for POPIA compliance.

5. RECOMMENDATIONS

It is recommended that:

a) The Portfolio Committee to note the report.

AANBEVELING

Daar word aanbeveel dat:

a) Die portefeuljekomitee kennis neem van die verslag.

IZINDULULO

Kundululwe ukuba:

a) IKomiti yeMicimbi yeSebe mayiqwalasele ingxelo.

ANNEXURES

Annexure A – Current skills projects.

Annexure B - EPWP Entrepreneurship Trainee Programme (EETP).

Annexure C - Skills project training information.

FOR FURTHER DETAILS CONTACT

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DIRECTORATE	Urban Waste Management	FILE REF NO	

Approval Form

Supported for inclusion on the agenda



PED Dept Update on Skills and Special Projects

Report Reference: 526478
Meeting: Section 79 Portfolio Committee - Urban Waste Management
Meeting Date: 02.09.2024
Meeting Venue: Council Chamber

Contact Person: Sarah Rushmere
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Item	Section	Approver	Approval	Approved Date	Approver Comments
01	Author	RUSHMERE SARAH	Approved	21.08.2024 17:02:12	Approve
02	Director/Directorate Support Manager/Chief	RUSHMERE SARAH	Approved	21.08.2024 17:03:20	Approved
03	Executive Director	Nonqaba Mayisela	Approved	23.08.2024 09:23:43	
04	Legal Compliance	Joan Mari Holt	Approved with Comments	23.08.2024 11:44:41	For information.
05	Chairperson	Brenda Hansen	Approved	23.08.2024 13:54:21	

ECS Officer:

ANNEXURE A – SKILLS PROJECTS WITHIN PUBLIC EMPOWERMENT & SKILLS DEVELOPMENT FRAMEWORK

Project Name	Department	Project Descriptions	Start Date	End Date	Planned number of participants	Actual number of participants	Actual work opportunity %
1. Kader Asmal Skills Development Programme	Invasive Species	Clearing of alien vegetation controlled, square metres of footpaths maintained.	01.07.2024	31.12.2025	43	40	93%
2. Business Hub Service Expansion	Enterprise and Investment	Provides a customer centric interface through a single point of access aimed at directing businesses.	01.07.2024	30.06.2027	10	9	90%
3. Law Enforcement Auxiliary Expansion Programme	Operational Coordination: Law Enforcement	Assists By-Law Enforcement and crime prevention through specified interventions city-wide.	01.07.2024	30.06.2025	60	57	95%
4. EPWP Entrepreneurship Trainee Programme	Public Empowerment and Development	Trains entrepreneurs from mainly growth sectors of the Cape Town economy.	25.11.2021	30.10.2024	72	76	106%
5. Youth Literacy and Life skills Programme	Community, Arts and Culture Development	Equips youth with skills to tutor & offers academic and life skill support to learners local schools within their communities.	01.11.2021	30.06.2025	40	33	83%

Project Name	Department	Project Descriptions	Start Date	End Date	Planned number of participants	Actual number of participants	Actual work opportunity %
6. Informal Trading Compliance Officers	Area Economic Development	Informal Trading Compliance Officers assist with monitoring of permits, regulating of overtrading, and attend to daily queries from informal traders.	01.08.2022	30.06.2025	40	39	98%
7. EPWP Transversal Support	Corporate EPWP	Provides a transversal EPWP support function, including assistance to Centralised Randomisation (Recruitment) Office, Coordination and other functions.	01.08.2022	30.06.2025	75	76	101%
8. Waste Services Auxiliary Law Enforcement Project	Waste Services	Assists with addressing illegal dumping through By-law enforcement, behavioural change and provision of alternatives for residents.	01.08.2022	29.06.2025	33	28	85%
9. EPWP Data Centre: Data Capturing Project	Public Empowerment and Development	Assist with city-wide EPWP work opportunity reporting on national system, aligned to monthly reported SAP payroll recons.	09.01.2023	31.12.2025	30	30	100%

Project Name	Department	Project Descriptions	Start Date	End Date	Planned number of participants	Actual number of participants	Actual work opportunity %
10. Women at Work	Urban Mobility	Aimed at strengthening women-only Road Repair teams. Provides management with change support and skills to create a gender sensitive and conducive environment.	01.05.2023	31.03.2025	100	96	96%
11. Audit Readiness and support to Line Departments	Public Empowerment Development	Provides assistance and EPWP support to Line Departments and the EPWP Compliance Unit to ensure that the City's EPWP Reported work opportunities have compliant and auditable supporting documents.	01.07.2023	30.06.2026	14	17	121%
12. VIP Support Programme	Facilities Management	Administrative support programme to assist the Department with project administration to deliver on its mandate to maintain and sustain all City buildings.	01.08.2023	30.06.2026	18	16	89%

Project Name	Department	Project Descriptions	Start Date	End Date	Planned number of participants	Actual number of participants	Actual work opportunity %
13. HR EPWP Payroll and Personnel Administration Support	Human Resources	Provides on the job training and experience to close the gap of scarce skills in and support the Payroll function.	01.09.2023	30.08.2026	15	15	100%
14. Carbon Smart Program	Environmental Management Department	Transforming waste into a valuable resource for a sustainable future.	01.09.2023	30.06.2025	30	28	93%
15. Metro Project 1000	Metropolitan Police Services	Aims to create safer communities by providing candidates with practical on the job training within Safety and Security.	01.12.2023	31.12.2025	1000	945	95%
16. Facility Protection	Recreation and Parks	Simultaneously mitigates the amount of vandalism and theft that occurs at facilities through job creation and community upliftment in Wards within Sub-Council 4.	01.02.2024	28.02.2025	28	30	107%

Project Name	Department	Project Descriptions	Start Date	End Date	Planned number of participants	Actual number of participants	Actual work opportunity %
17. NBI_IRM Learner Programme	Facilities Management	Trainee Artisans assist with City building maintenance, providing work experience and transfer of practical skills to the participants.	01.02.2024	30.06.2025	31	31	100%
18. EPWP River Warden	Spatial Planning and Environmental Management	Participants assist with hands-on river and wetland management activities, biodiversity conservation, and community projects.	01.07.2024	30.06.2027	43	45	105%
19. Informal Settlements Basic Services Janitorial Skills	Water and Sanitation	EPWP workers clean toilets and ablution blocks and conduct monitoring, evaluation and reporting of service delivery defects as well as locating and verifying assets.	01.07.2024	30.06.2027	955	Currently recruiting	

Project Name	Department	Project Descriptions	Start Date	End Date	Planned number of participants	Actual number of participants	Actual work opportunity %
20. Public Participation Outreach team	Corporate Services	This project identifies early warning signs, leading to a more proactive response to future issues. It enables the observation of community behavior to better understand how problems occur and develop appropriate mitigating strategies.		01.07.2024	30.06.2027	Currently recruiting	
					2 779	1 611	58%

Annexure B: EPWP Entrepreneurship Trainee Programme (EETP) information and update

The purpose of the EPWP Entrepreneurship Trainee Programme (EETP) programme is to train entrepreneurship inclined participants from mainly growth sectors of the City on identified interventions that will enhance their entrepreneurial activities, leading them into operating successful enterprises.

It aims to improve the entrepreneurship skills of participants and creates platforms of employment for communities by targeting participants operating within vulnerable communities. In addition, the programme equips entrepreneurs with essential skills to meet their goals through comprehensive training and development modules provided by the University of the Western Cape. These modules cover financial management, marketing, leadership and more, coupled with personalised coaching and mentorship.

The EPWP Entrepreneurship Programme aimed to recruit up to 200 Entrepreneurs for an entrepreneurship programme. An advert went out through social media platforms about the opportunity for all the entrepreneurs to apply. Over five hundred (500) applications were received and one hundred and thirty six (136) entrepreneurs were selected that met the criteria, as per the advert. The recruitment was a struggle because of the challenges of the entrepreneurs who misunderstood the requirements of the programme as advertised.

One hundred and thirty six (136) entrepreneurs signed the EPWP contracts when the project commenced in November 2021. However, when the programme officially started with classes in 2022 at the University of Western Cape, some entrepreneurs did not show up citing that they has been employed on a fulltime basis, and others entrepreneurs were not from the City of Cape Town metro area. Due to ongoing monitoring of the project some entrepreneurs contracts were terminated because they breached the contract and conditions.

To date the programme currently has 72 entrepreneurs covering 15 different sectors as per the below table:

No.	No. of entrepreneurs	Sectors
1	3	Agriculture
2	10	Clothing and Textile
3	16	Construction, Electrical and Architecture/Energy
4	5	Design, Marketing and Communications
5	1	Cleaning Products and Services
6	1	Retail
7	1	E-commerce
8	9	Education, Training and Skills Development
9	1	Finance
10	1	Funeral Services
11	10	Hospitality and Catering
12	2	IT Services
13	3	Physical and Mental Wellbeing
14	6	Recycling, Manufacturing and Supplies
15	3	Travel and Tourism

Following is the number and reasons for the termination of entrepreneurs since the beginning of the programme:

No.of terminations	Reasons for Termination
35	Lost interest on the programme & dropped out after registration. Non-responsive when attempts were made to reach them.
15	Non-compliant on tasks/deliverables that were given to them (related to the payment of incentive).
2	Deceased
4	Relocation – some left the country and some relocated to other provinces
8	Resignation - due to getting permanent work opportunities, including some who were employed by the City.

The programme is in its third year of implementation and based on the outcomes learnt from year two, the importance of collaborations amongst entrepreneurs has become very imperative. Thus, we are in the process of working towards having potential partnerships within the City as well as private institutions.

ANNEXURE C – TRAINING INTERVENTIONS: PUBLIC EMPLOYMENT & SKILLS DEVELOPMENT (PESD) PROJECTS IN 24-25 YEAR

1. Kader Asmal Development Programme. *(Spatial Planning and Environmental Management Directorate)*

Bio-diversity and nature reserve management are conducted, including clearing and control of alien vegetation, and maintenance of footpaths etc. The programme will further enable the City to build and improve internal invasive species management capacity. This will promote ecosystem service delivery such as water provisioning thus restoring water flow and increasing water yield in the catchments.



Participants in the next three financial years will be undergoing the following training:

EPWP Induction	Project Administration & Support
SAP Production - MM Requisition & stock reservation	Hazard Identification and Risk Assessment (HIRA)
Meeting procedures, minute Taking and meeting management	Customer Relations
Worksite Management	Effective Communication
Supervisory Training	Facilitation skills
Handling Conflict in the workplace	Business Writing Skills
Fundamentals of Project Management	Office Administration
Presentation Skills	

2. Business Hub Service Expansion. (Economic Development & Investment Directorate)

This project provides a customer-centric interface through a single point of access aimed at directing business to the appropriate support system, providing relevant information, help to navigate various City business processes and unblocking of possible red tape.

Participants in the next three financial years will be undergoing the following training:

Customer Centricity	Agency (SEDA) AND National Youth Development Agency (NYDA)
Telephone/Email etiquette	Project Management Fundamentals
Call centre operations	Report Writing
Small Business Development courses offered by Small Enterprise Development	



3. Law Enforcement Auxiliary Expansion Programme. *(Safety and Security Directorate)*

This programme helps ensure By-Law Enforcement and crime prevention through specified interventions city-wide. The Law Enforcers will patrol, observe and report anti-social behaviour incidents to Law Enforcement.



Participants in the current financial years will be undergoing the following training:

Peace Officer Traffic Warden	Radio Procedures
Professional Conduct	Docket & Statement Writing
Basic Handgun Competency	By Laws
Tactical Street Survival	Pocket Book
Pepper Spray Training	National Road Traffic Act (NRTA)/ Traffic Bylaws
Stop & Approach Training	Child Justice
Tonfa & Restraining Techniques Training	

4. EPWP Entrepreneurship Trainees Programme (EETP) *(Urban Waste Management Directorate)*

The purpose is to train entrepreneurship inclined participants from mainly growth sectors of the City on identified interventions that will enhance their entrepreneurial activities, leading them into operating successful enterprises. It aims to improve the entrepreneurship skills of participants and creates platforms of employment for communities by targeting participants operating within vulnerable communities.



The project aims to equip up to 87 entrepreneurs with essential skills to meet their goals through comprehensive training and development modules provided by the University of the Western Cape. These modules cover subjects including financial management, marketing, leadership, and are coupled with personalised coaching and mentorship.



It is in its third year of implementation, ending October 2024. Participants in the current financial year will be undergoing the following training:

Personal Leadership coaching
Business Leadership coaching
Personal Leadership/Business leadership Family Support
Mentorship programme
Masterclass workshops

5. Youth Literacy and Life skills Programme (*Community Services and Health Directorate*)

This project aims build knowledge and skills of unemployed youth so that they are able to become facilitators and tutors of learning programmes at local schools and libraries in their respective communities. This helps implement safe spaces that offer academic and life skill support.



Participants in the current financial year will be undergoing the following training:

Credits towards Early Childhood Development Qualification
Report Writing
Project management
Conflict management

6. Informal Trading Compliance Officers. (*Economic Development & Investment Directorate*)

This skills project will assist with the monitoring of permits, regulating of overtrading as well as attending to daily queries from informal traders through their compliance operations and inspections across the areas.



Participants have been exposed to the below training:

Effective Communication and Interpersonal Skills
Incident Investigation
Peace Officer Training

7. Auxiliary Law Enforcement Project (*Safety and Security Directorate*)

This project is aimed at providing mechanism to upscale and deliver public employment with the aim of irradiating the scourge of illegal dumping by dealing with the challenges within the City of Cape Town with specific focus on behavioural change and provision of alternatives for residents. Participants have been exposed to the below training:

Peace Officer Traffic Warden	Tonfa & Restraining Techniques Training
Professional Conduct	Radio Procedures
Basic Handgun Competency	Docket & Statement Writing
Tactical Street Survival	By Laws
Pepper Spray Training	Pocket Book
Stop & Approach Training	

8. Women at Work programme (Urban Mobility Directorate)

This programme is aimed at women-only Road Repair teams into a male dominated environment through a comprehensive training and change management support programme.

It includes supportive components of each aspect of the value chain such as selection and recruitment, on boarding, training, performance management and career development.

Participants have been exposed to the below training and some trainings to take place current financial year:



AET Level 3 and 4	Time Management
Learners and Driver's license	Planning and Organizing Skills
Compulsory Safety at Roadworks and Flagman Training	MS Word Level 2
Financial/Personal Life Skills	MS Word Level 3
Road Construction / Road Marking	MS Excel Level 3
Conflict & Resolution Management	MS Excel Level 2
Health & Safety for Representatives Training	





- 9. Visible Improvement Programme Support** assists the Department with project administration to deliver on the facility management mandate to maintain and sustain all City buildings and infrastructure, through the Department's Visible Improvement programme (VIP) which is an internal initiative implemented by the Department.

Participants have been exposed to the below training and some training to take place current financial year:

Project Administration & Support
Project Management Fundamentals
Minute-Taking and meeting procedures
Records & Archives
Health & Safety Awareness
Time Management
Problem Solving & Decision-Making
Report Writing Skills
Finance Management

- 10. HR EPWP Payroll and Personnel Administration Support** project provides on the job training and experience to close the gap of scarce skills in and support the Payroll function.

Participants have been exposed to the below trainings and some trainings to take place current financial year:

Payroll Learnership
Internal SAP PSRM
SAP PPA Training
Internal SAP EPWP Time & Attendance

11. Carbon Smart Program is transforming waste items into valuable resources for a sustainable future. This is a 3-year skills project of the City's Environmental Management Department (EMD) which provides comprehensive training and practical experience to unemployed women in Cape Town. The training covers green building principles, SMME development and soft skills required in the workplace. 30 participants were selected from various areas in Cape Town including Garden Village, Maitland, Langa; Philippi, Lentegeur and Dunoon. It commenced in September 2023.



A key output of the programme is to produce Biomass Insulated Concrete (BIC) products by incorporating various combinations of recycled fabric, plastics, glass, ceramics and various alien invasive species to produce an eco-friendly building material. This product will also be used for various construction projects at City facilities.

Participants have been exposed to the below trainings and some trainings to take place current financial year:

Small Plant operators Training	Scaffold Training
SAP EPWP Organization Management Course	Ladder Safety Training Course
EPWP Planning and Auditing Readiness	General Safety Induction Training
SAP EPWP Recruitment & Terminations	Health and Safety Representatives Training
SAP EPWP Line OM and Recruitment	First Aid Training (Level 1)
SAP EPWP Administration	Snake awareness/ identification and first aid
SAP Requisitioning & stock Reservation	Plant identification course
EPWP Proficiency Course	LH Quality Management System (LH034.4)
Light house training & reporting (LH035.1, LH034.2) including mentoring	Wood Chipper/Brush Chipper
Reception and Telephone Etiquette	Conflict Management & Negotiation Skills
Emotional intelligence	Female Health Awareness (City Health)
Sexual Harassment in the Workplace	HIV/AIDS Awareness Course
Biomass Insulated Concrete (BIC) training	

12. Metro Project 1000 project aims to create safer communities by providing candidates with practical on the job training within Safety and Security.



Participants have been exposed to the below training and some will be in the current year:

Criminal Justice System
Domestic Violence
Children and Youth at risk
Manage a Client Service Centre

Tactical Street Survival
Professional Conduct
Crime Prevention

13. Facility Protection project is directed at simultaneously mitigating the amount of vandalism and theft that occurs at facilities through job creation and community upliftment. The target for this project are Wards within Sub-Council 4. Participants have been exposed to the below trainings and some trainings to take place current financial year:

National Road Traffic Act (NRTA)
Basic Firearm Competency
Child Justice
Pocket Book
Docket & Statement Writing
Radio Procedures
Tonfa (law enforcement training)
Stop & Approach
Pepper Spray

14. National Business Initiative (NBI) Install Repair & Maintain (IRM) Artisan Maintenance Learner Programme has started with placement of trainee Assistant Artisans at the City's Facilities Management (FM) to gain work experience. Placement in other Departments is also being explored to expand this.



Currently the 34 trainee Assistant Artisans assist the FM Department's building maintenance division in providing efficient and effective service delivery, and at the same time continue the transfer of practical work skills to the participants.

The participants work under the supervision of the Superintendents, Handymen and Artisan officials daily. The participants will rotate between civil and electrical works, arranged by the respective officials.

The participants will assist with departmental initiatives such as the Winter Readiness Programme and daily reactive maintenance service requests.

NBI will host learners for a 3-month theory training course in general installation repairs & maintenance and welding to gain practical work skills and experience.

The general maintenance theory modules completed with NBI funding consisted of the following fields (individuals each focus on one trade):

Welding
Electrical
Painting
Plumbing

Following are training interventions that will be completed by participants when they report to the Facilities Management department:

Project Management
Project Admin & Support
MS Excel Level 1 & 2
MS Word Level 1 & 2
Financial Life Skills

15. EPWP River Wardens

Participants in this project engage in hands-on activities related to river and wetland management, biodiversity conservation, and community projects. Regular evaluations and support sessions ensure their progress and well-being.



Participants have been exposed to the below training and some training to take place current financial year:

Financial Life Skills	MS Excel Level 1 & 2
MS Word Level 1 & 2 Personal Development	Snake awareness/ identification and first aid
MS Excel Level 1 & 2 Personal Development	Plant identification course
Project Admin & Support Personal Development	Conflict management and Negotiation Skills Course
Project Management Fundamentals/Administration Personal Development	River Erosion Management
Financial Life Skills	SAP C3 notification reporting training
First Aid Training (Level 1)	Adult Education & Training
MS Word Level 1 & 2	Learners License Test
Team Leader Course/Supervisory Course	Smart Driving
Learners License Training Programme	iNaturalist user course
Basic Computer Usage	Entry-Level Data Capture, Collection and Analysis Course
General Safety Induction Training	General Induction Training
Emotional intelligence	Health Awareness (City Health)

16. ISBS Janitorial Skills Programme will provide multiple services in the Informal Settlements to realize the City's vision to provide quality services to all its residents. Thereby, appointing EPWP staff who will be responsible for cleaning toilets and ablution blocks; monitoring, evaluation and reporting of service delivery defects as well as locating and verifying assets. Participants in the current financial years will be undergoing the following training:

Basic Plumbing
Health and Safety Awareness
Adult Education and Training
Financial Literacy
Customer Relations
Drivers' License
Job Readiness

17. Public Participation Outreach Teams. This project assists with a continuous engagement strategy to maintain a strong presence in communities across the City. This approach allows the unit to identify early warning signs, leading to a more proactive response to future issues.

It also enables the observation of community behavior to better understand how problems occur and develop appropriate mitigating strategies.

Participants in the current financial years will be undergoing the following training:

Introduction to Project Management
Conflict management
Diploma in Public Administration
Data Management
Code 10 Driver Training
C3 Notification - BOK
Communication Skills
Microsoft Office Level 1
Business Writing Skills

18. EPWP Transversal Support. *(Urban Waste Management)*

This skills project provides assistance to the Centralised Randomisation (Recruitment) Office and other functions of the Department.

There are 80 EPWP participants in this project, and this is the third year of the 3-year project.

- Sixty (60) are placed within the PED Department to provide assistance to: EPWP Coordination; Central Recruitment (Randomisation) Office; Public Employment and Skills Development (PESD) and the Community Development Worker Programme.
- Twenty (20) are placed in various Line Departments including: Corporate Services HR EPWP Payroll office (PPA); Safety & Security; Urban Mobility and UWM Project Management Office.

These 80 participants are receiving either NQF 7 accredited training (an Advanced Diploma) in Public Administration or NQF 6 Local Economic Development. They are also able to do their Learner's and Driver License and they receive City SAP-related training courses. Thirteen (13) of them will do a Records Management Learnership this year.

19. EPWP Data Center. *(Urban Waste Management)*

This skills project assists the Monitoring & Reporting section of the City's corporate EPWP office. The Data Centre is responsible for the capturing of labour onto the JSDB for internal reporting and also captures onto EPWP Reporting System for reporting to National.

The following training has been provided for participants:

Advanced Diploma in Public Administration NQF7
Public Administration accredited qualifications at NQF levels 5, 6
Learners License for Driving
Driver's License
Work Readiness

20. EPWP Audit Readiness. *(Urban Waste Management)*

This project assists the Monitoring & Reporting section at the corporate EPWP office. The Monitoring team ensures compliance to the Records Management Framework through validation of reported labour, reviews and Site Visits.

The following training has been provided for the participants:

Advanced Diploma in Public Administration NQF7
Public Administration accredited qualifications at NQF levels 5, 6
Learners License for Driving
Driver's License
Work Readiness
PESD Baseline Trainings