

# 2009 PROGRAMME



**The Year of Transition**  
**Towards Vision 2016**



Ditsela is the Development Institute for Training, Support and Education for Labour. It was established in 1996 by the main trade union federations in South Africa to help build a strong trade union movement.

Ditsela is a section 21 Company, core funded by the Department of Labour through its Strengthening the Civil Society Fund. We also receive limited programme specific funding from the FNV and the FES.

Ditsela's national office is in Johannesburg and we have a satellite office based at the University of the Western Cape.

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# 2016 Vision

Ditsela strives to be a Global Centre of Excellence in Workers' Education



## Principles and Strategy

### Ditsela aims to:

- Promote and provide quality workers' education that:
  - Promotes critical thinking, activism and transformation of (the workplace) and society
  - Builds organisational leadership (and management) capacity of union activists
  - Builds capacity of unions to run their own education programmes
  - Builds organising capacity of the labour movement
- Promote the unity and solidarity of the working class locally, on the continent and globally
- Promote the traditional union values of democracy, collectivism, socio-economic justice and equality
- Raise the profile and role of workers' education in building a society based on socio-economic justice for the working class
- Advocate for workers' education as an important part of the adult learning policy discourse in the country
- Build a collaborative workers' education movement.

# Foreword

You will recall that two years ago we embarked on an ambitious participatory research project aimed at setting the institute on a long term path. This project became popularly known as Project Tsoseletso, a seSotho word meaning *renewal*. Extensive independently driven consultations were concluded with all our major stakeholders and two reports; a contemporary sectoral study on union education and an internal organisational review were produced. The findings and recommendations were presented, debated and adopted at a Ditsela Board Bosberaad in early 2008. The two reports were synthesized into a set of cohesive practical proposals to serve as a guide and mandate for implementation. The Board meeting held on 17<sup>th</sup> December 2008 adopted the *Strategic Implementation Framework for Tsoseletso, Phase 2*.

This Framework sets out an unfolding long-term vision and a multi-pronged education and training mandate for Ditsela that involves the design and delivery of a package of non-formal educational activities, formal courses and to expand the use of information technology in workers' education.

In keeping with the concept of renewal and our new mandate, the Board decided on a name change from "Ditsela Labour Institution" to "Ditsela Workers' Education Institute" to broaden our scope to support workers organising in the informal economy. Our revised logo symbolises a new beginning with Ditsela embedded in the movement we serve. The move to new offices with training venues including a computer-training laboratory provides us with the infrastructure for us to work towards becoming a fully-fledged education institute.

The Board also adopted a set of far reaching proposals on institutional transformation underpinned by the vision of Ditsela becoming a "centre of excellence in workers' education" for the labour movement within and beyond our borders. Our goal is a sound organisational structure with the right policies, systems, culture and programmes to deliver quality in executing our mandate. A newly established Research and Development Department will help us design and implement quality management systems

to strengthen innovation, including a more systematic approach to determining education needs of our constituency across the different target groups.

In pursuance of the unfolding vision, the Board adopted a set of Medium-Term Strategic Priorities for the 2009-2012 period. The programme provides for national and provincial education activities, organisational development (OD) support services, local and international networking, promoting IT in workers education and the publication of labour education resources. We are also very pleased to announce that we have received accreditation by the ETDP Seta as the lead provider of the new SAQA-approved FETC Level 4 trade union practices qualification. In 2009 we will develop a consortium with reputable labour service organisations to pilot the delivery of this qualification for worker activists drawn from the ranks of the country's major labour federations.

It would be correct to say that Project Tsoseletso will become a point of reference and a point of departure for the coming years. All your ideas and contributions to building a better Ditsela are greatly appreciated. However, there is much work to be done. The year 2009 will go down in Ditsela's history as an important milestone in the evolution of the institute. In this context, given the enormous challenges of driving institutional repositioning whilst executing our multi-pronged mandate, we have declared this year as **The Year of Transition Towards Vision 2016**. We would like to travel this journey together with educators and the leadership of the labour movement and bring your invaluable insights and expertise into our work.

On behalf of the Board and Staff please accept our wish for success in 2009 towards your struggle to advance the noble cause of unity, solidarity and the aspirations of the working class locally and globally.

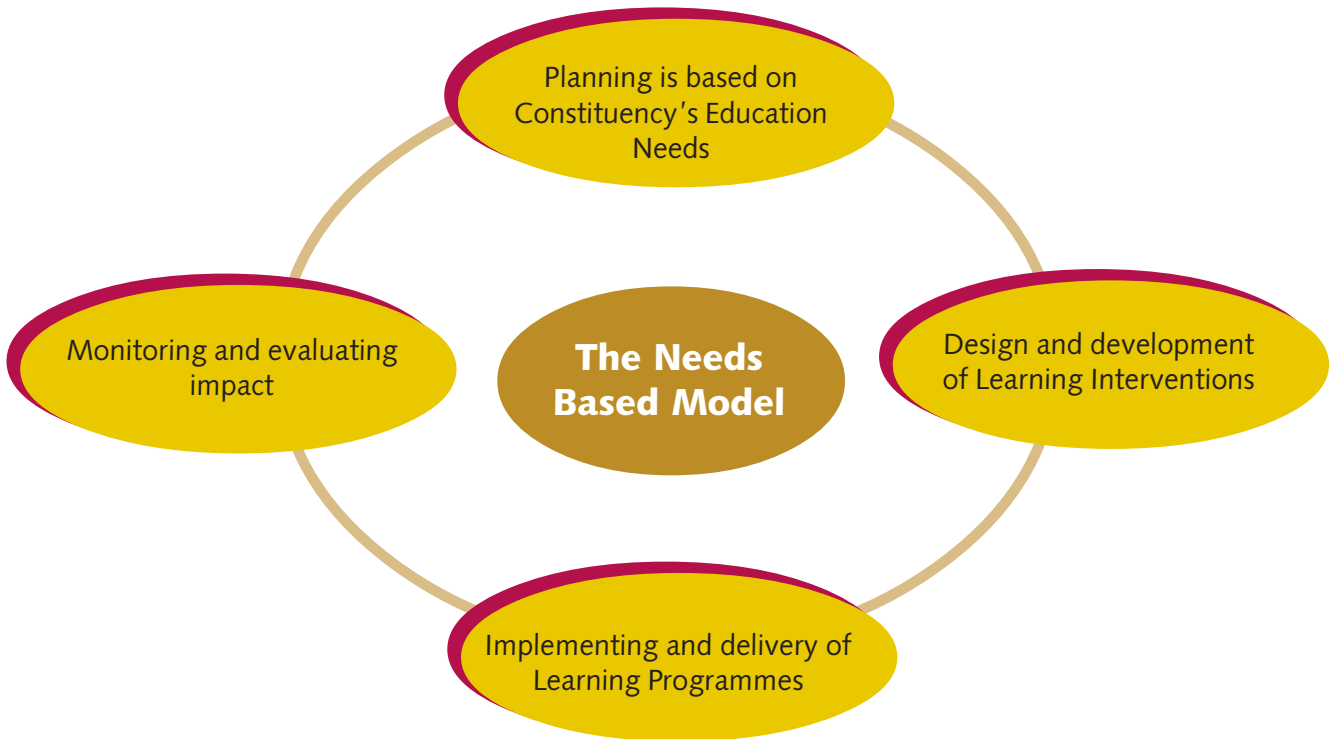
Yours in solidarity,



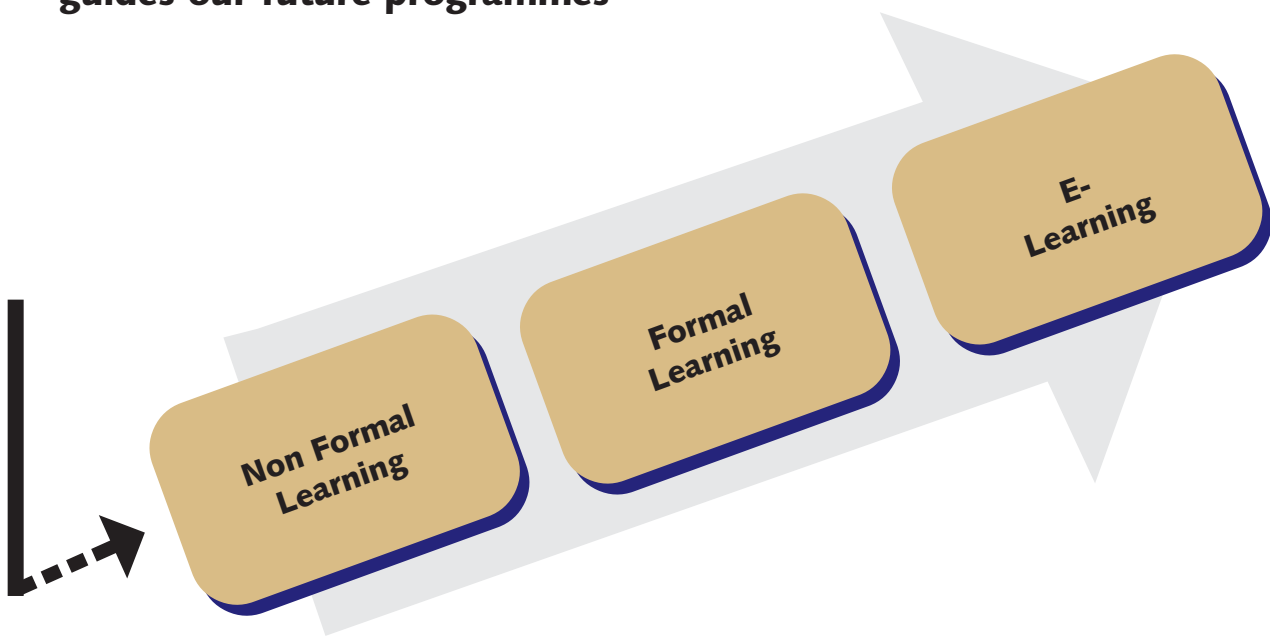
**Gino Govender** : Executive Director

## Ditsela's Work Process Model

A continuous process that guides Ditsela to ensure ongoing relevance and quality in our programmes, projects and interventions



**Implementing a multi-pronged capacity building mandate that guides our future programmes**



# NATIONAL EDUCATION PROGRAMME

## **Strategic Priority:**

*Emphasis on more direct response work and fewer courses.*

*The National Education Programme is designed to help build and strengthen union organisation through innovative and creative responses to the challenges facing the labour movement.*

In 2009, after years of research and debate, Ditsela will be piloting a new qualification in trade union practice. The qualification will be offered through a Learnership for newly recruited and more experienced trade unionists who will access it through a process of Recognition of Prior Learning and where necessary course work.

We will continue to respond to our constituency's organisation building priorities through:

- The Trade Union Practices Qualification offered as a Learnership.
- Networking Opportunities for
  - Educators
  - Legal Officers
  - Organisers
  - Health and Safety Officers and
  - Organisation Building activists.
- Siyakhuluma Seminars – to discuss topical issues from a workers' education perspective. The broad theme for 2009 will be topical issues related to Political Economy.
- Arising out of the Educators' Network in 2008, it was strongly recommended that Ditsela organise and host a summit that will grapple with the macro education challenges facing workers and working class communities in our country.

## Trade Union Practices Qualification (TUPQ)

### AIMS

- Organise strategies to advance trade unionism.
- Understand and advance the rights of workers.
- Understand the relationship between the economy and political power and the formation of social classes.
- Understand the history and the impact of the trade union movement in South Africa.

### DELIVERY FRAMEWORK

The course will be offered as a national pilot with participants enrolling for a learnership or simply for purposes of obtaining the qualification.

### PARTICIPANTS

To be agreed at an inter federation workshop that will be held in 2009.

Module	When	How Long
1. How Trade Unions Work	1 <sup>st</sup> -12 <sup>th</sup> June	Two Weeks
2. Political Economy	17 <sup>th</sup> – 21 <sup>st</sup> August	One Week
3. The Law as an Organising Tool	12 <sup>th</sup> – 23 <sup>rd</sup> October	Two Weeks

### January – December 2010

Module	When	How Long
4. Organising Workers	8 <sup>th</sup> – 19 <sup>th</sup> February	Two Weeks
5. Women's and Other Forms of Oppression	19 <sup>th</sup> – 30 <sup>th</sup> April	One Week
6. Building Effective Organisations	2 <sup>8th</sup> June – 9 <sup>th</sup> July	Two Weeks
7. Elective Courses	20 <sup>th</sup> Sept – 1 <sup>st</sup> Oct	Two Weeks
a. Education in Trade Unions		
b. Media and Communication		
c. Collective Bargaining		
d. Leading and Managing Trade Unions		

## National **NETWORK** Meetings

Provides opportunity for union activists to share experiences across different areas of responsibility in order to build stronger organisations. The national meetings are designed to initiate discussion around strategic organisational and education issues that will hopefully lead to further local networking amongst activists across sectors and organisations.

The different network groups are scheduled to meet separately on the first day of the network meetings and to meet jointly on the second day to discuss joint programmes etc.

### **Educators' NETWORK**

Unions and labour service organisations' educators meet to discuss, reflect and share experiences and challenges of their education activities in this network.

Trade union educators and LSOs are encouraged to send their programmes and materials to Ditsela to facilitate networking and information exchange in the labour movement.

#### **AIMS**

- To create a platform for sharing ideas around workers' education.
- To reflect on challenges facing the labour movement in order to design and develop appropriate education approaches and content.
- To capture the work that different labour service organisations and freelance educators are doing to support the building of a workers' education movement.

#### **PARTICIPANTS**

Trade union educators, LSO educators and education activists and gender coordinators.

### **Health and Safety officers' NETWORK**

Trade unionists responsible for co-ordinating health and safety in workplaces and the environments participate in this network. It aims to build trade union capacity on issues of Occupational Health and Safety through sharing of information and strategies for protecting workers' rights to a safe and healthy work environment.

#### **AIMS**

- To develop education and other strategies to raise awareness and mobilise support for health and safety at the work and the environment more broadly.
- To explore new issues and concerns related to Health & Safety and the environment.
- To contribute to building education capacity in the area of Health & Safety and the environment.
- To promote collaborative projects and partnerships between participating organisations and unions.

#### **PARTICIPANTS**

Trade Union Health and Safety Representatives, Trade Union Educators, Shop Stewards, Health and Safety Co-ordinators.

## Legal Officers' NETWORK

Trade unionists engaged in advancing and defending worker rights participate in this network. Members of the Network can also engage with the CCMA to develop strategies for effective prevention and resolution of disputes. The Network meets for two-and-a-half days twice a year.

### AIMS

- To create a platform for sharing information, discussing challenges and capacity building on legal issues.
- To engage with different statutory bodies around worker rights and the law in South Africa.
- To build a database of legal experts and paralegal officers whom we can draw on to run and inform union education programmes around the legislative and organisational frameworks in which workers are organised.

### PARTICIPANTS

Trade union legal officers, paralegals and organisers.

## Organisational Development (OD) NETWORK

This is a network of trade unionists and activists that are responsible for facilitating organisational development processes in their organisations.

### AIMS

- To reflect on challenges facing unions as organisations.
- To discuss and share experiences and innovative approaches to organisation building in a labour movement context.
- To develop capacity in Organisation Development.

### PARTICIPANTS

Union leaders and officials who are tasked with the responsibility of leading organisation-building processes in their own organisations.

NETWORKS	Where	When
	Johannesburg	13 – 15 July 2009
	Johannesburg	27 – 29 October 2009

## Siyakhuluma Seminars

This is a joint initiative by Ditsela, FES and SWOP. The seminars are aimed at stimulating discussion and debate on contemporary issues from a working class perspective.

In 2009 we will continue discussing contemporary issues. This year our main theme will be on the Political Economy, focusing on:

- SA in the Global Economy – What do the workers need to know?
- Youth and the Economy
- Women and the Economy
- Economy and the Environment – what role is played by trade unions?

Where	When
Johannesburg	24 April 2009
Johannesburg	19 June 2009
Johannesburg	28 August 2009
Johannesburg	30 October 2009

## Educator Summit

### AIMS

- Debating macro education challenges facing the working class, locally and globally.

Where	When
Johannesburg	2 – 4 September 2009

Further information will be communicated in due course.

# PROVINCIAL EDUCATION PROGRAMME

## **Strategic Priority:**

*To deepen education capacity and extend educators' reach by supporting worker educators to be able to serve others.*

## **Peer Educator Programme**

The provincial strategy continues to ensure **reach** and **depth** of workers' education through the Peer Educator Programme, especially in the rural areas. This low cost, mass based model of grassroots education is now supported in 5 provinces and will be incrementally implemented in the remaining 4 provinces. Supported by detailed Needs Analyses, the strategy aims to build education and organising capacity at this level. However promoting cross federation unity at this level remains a challenge. In 2009 through support for provincial networks based on local needs and informed by the Peer Educator Programme we will strive to address the challenge of a lack of cross federation unity reflected in all Ditsela programmes.

In 2009 we will begin with evaluations in the 5 provinces where the peer educator programme is already active, to inform the activist building objectives moving forward. Evaluations will be done with peer educators in their respective areas of activism.

There will be continuous monitoring, evaluation and support of the peer educator programme as the strategy unfolds, determined by local needs.

## **Provincial Networks**

During the 2008 Networks, a decision to extend the networks provincially was taken. To establish these Networks in all 9 provinces, provincial coordinators were appointed to convene and lead the networks. The terms of reference are:

- To clarify and define the purpose and objective of the provincial networks.
- Provincial Coordinators convene and facilitate the networks.
- Discussion topics are decided by the individual networks.

<b>Provincial Network</b>	14 – 15 May 2009
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	13 – 14 August 2009
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# WESTERN CAPE EDUCATION PROGRAMME

**Strategic Priority:**

*Continue systematic leadership development.*

*The Ditsela Western Cape Programme is informed by unions in the province through their active participation in the Ditsela Educators' Forum and the Advisory Committee.*

## Two-year Modular Programme

The Modular Course runs over a two-year cycle of 10 modules. Participants are required to attend all 10 modules over the two-year period, five in the first year and five in the second year. The modules are scheduled to allow for plough back between modules.

**AIMS**

- To help build strong union organisation at shop floor, local, branch and provincial level.
- To provide a comprehensive and diverse shop steward training programme that will equip shop stewards with the knowledge, skills and confidence to defend workers effectively.
- To help build strong trade union leadership in the province.
- To complement union education programmes and other initiatives at provincial level.
- To bring together trade unionists from diverse sectors and traditions to share experiences and learn from one another to build worker unity.

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## 2009/2010 Modular Courses

- Module 1: Introduction to Political Economy
- Module 2: Writing Skills – which feeds into the production of **Vukani** the *Workers' Voice*
- Module 3: Introduction to Labour Law
- Module 4: Trade union Leadership Skills
- Module 5: Workplace Re-organisation

### **PARTICIPANTS**

The Modular Course is open to shop stewards only. The deadline for the new applications is **2 March 2009**. Each union is allowed to send three participants including at least one female shop steward. Unions are requested to include a letter of motivation with their applications to support their choice of nominated shop stewards and how their knowledge and skills will be drawn back into the union.

## 2008/2009 Modular Courses

- Module 6: Women's Leadership and Gender in the Unions
- Module 7: Case Handling & Representing Workers
- Module 8: Using E-mail and the Internet
- Module 9: Occupational Health and Safety
- Module 10: Educator Skills

### **PARTICIPANTS**

Participants who enrolled on the modular course in 2008 will complete the remaining five modules.

All participants will be assessed after every module including a summative assessment at the end of the two-year cycle.

<b>Course</b>	<b>Where</b>	<b>When</b>	<b>How Long</b>
Modules 1 & 6	Cape Town	30 March – 03 April 2009	5 days including Orientation
Modules 2 & 7	Cape Town	26 – 29 May 2009	4 days
Modules 3 & 8	Cape Town	04 – 07 August 2009	4 days
Modules 4 & 9	Cape Town	15 – 18 September 2009	4 days
Module 5 & 10	Cape Town	03 – 06 November 2009	4 days

## **Peer Educator Programme (PEP) in the outlying areas of the Western Cape Province**

### **AIMS**

- To implement dynamic, low cost mass-based education activities for workers and shop stewards in the outlying areas of the Western Cape Province.
- To empower worker educators to facilitate learning at workplaces and in communities.

### **ACTIVITIES**

- Evaluation of PEP implementation.
- Ongoing monitoring and evaluation of the peer educator programme.
- Ongoing support for active PEP members.
- Low cost, mass based education activities: throughout 2009.

# SUPPORT PROGRAMME

## Emphasising the 'S' in Ditsela

### **Strategic Priority:**

*To be responsive to federations' and unions' needs and to provide pro-active, targeted support for lesser-resourced unions in vulnerable sectors.*

Ditsela provide quality support to its constituency and therefore it draws on experienced activists who remain committed to serving the labour movement.

In 2009 we will pursue a pro-active approach to support unions that do not have sufficient resources and those organising workers in vulnerable sectors such as domestic workers and performing artists, and others. To accommodate the increasing demand for strategic support we have scheduled monthly **Support Weeks in 2009**. The scheduling of Support Weeks ensures that as many support requests as possible can be addressed and systematically planned for the year.

To enhance our support strategy, Ditsela together with the requesting union, will produce a qualitative report for further references.

### **Support Weeks**

Support Week 1	26 – 30 January 2009
Support Week 2	09 – 13 February 2009
Support Week 3	09 – 13 March 2009
Support Week 4	06 – 10 April 2009
Support Week 5	25 - 29 May 2009
Support Week 6	08 – 12 June 2009
Support Week 7	13 – 17 July 2009
Support Week 8	10 – 14 August 2009
Support Week 9	07 – 11 September 2009
Support Week 10	05 – 09 October 2009
Support Week 11	09 – 13 November 2009

## How to access support

Support requests of a national or provincial nature should be made in writing to the Director of Ditsela. A consultative process to jointly assess needs and to develop an appropriate plan of action with time frames and outcomes will follow this.

All support requests will be assessed to ensure explicit educational emphasis that will help strengthen the unions and federations and will be evaluated after every engagement to develop useful reports that capture the education lessons.

## Ditsela's Proactive Support Strategy

To ensure that a wider group of our constituency are able to access Ditsela resources and support we will continue to pursue a proactive and targeted approach to support especially to unions that are organising in vulnerable sectors.

## Organisational Development Support for Federation

In 2009, we are committed to making Organisation Building and Renewal a central objective of all our support work.

### How?

- By building a network of experienced OD facilitators to engage in support work.
- By placing the collective knowledge and skills that reside inside Ditsela to support union building interventions.
- Use the existing support framework as a guide to or interventions.
- By identifying the specific needs of individual federations, inline with their vision and broader strategy.

**If you need support from Ditsela, please send your request to the Executive Director, outlining your specific needs. Contact details are printed on the inside front cover of this programme.**

# EDUCATION RESOURCES & INFORMATION

## **Strategic Priority:**

*To produce and disseminate quality publications as resources for the labour movement.*

The Resource Centre is the Information Hub of Ditsela. It is a repository of national and international education materials, resources and publications.

The resource centre, renamed **ULWAZI RESOURCE CENTRE**, has become the focal point of workers' education at Ditsela's new premises.

## **AIMS**

- To provide a repository of learning materials including of resources for activists working in the informal economy that build shop stewards' capacity.
- Provide tool kits and resources relevant to shop stewards' development.

## **SERVICES RENDERED BY THE RESOURCE CENTRE**

### **NETWORKING**

The Resource Centre networks with other resource centres, research and specialist organisations to provide greater access to a wider variety of resources to support trade union education.

### **EXHIBITIONS**

Ditsela exhibitions are designed:

- To capture and popularise the rest of the organisational programme.
- To showcase Workers' Education in action.
- To provide information.

## **PUBLICATIONS**

*The following publications will be made available to our constituency for the year:*

- **Ditsela Brochure**

An information leaflet about Ditsela and the work that we do.

- **Pathways**

A newsletter for trade union educators.

- **Vukani: the Workers Voice**

A collection of workers' articles written by the Western Cape Modular Programme participants during the Writing Skills module.

- **Programme 2010**

An outline of the 2010 Programme

- **The Insider**

A new and exciting newsletter written by course participants during their attendance at Ditsela courses. Articles written are on issues discussed on respective courses. The objective of the Insider is to help build participants' writing and IT skills.

- **Annual Report 2008**

- **Research Reports**

# RESEARCH AND DEVELOPMENT

## **Strategic Priority:**

*To build institutional capacity for innovation in the delivery of workers' education through a transformative and engaged Research & Development programme*

In 2009 it will focus on the following:

## **Piloting the Trade Union Practices Qualification**

Years of debate and research into the accreditation of trade union education has culminated in the delivery of pilot programme to test the Level 4 qualification in Trade Union Practice. Ditsela will pilot a course based on the qualification in partnership with a consortium of providers with a track record in the labour movement. The pilot will be used to test a range of objectives agreed with federations and trade unions. Clear research goals will be established at the outset to evaluate the pilot in order to inform decision making on union education.

## **Curriculum and Materials Development**

- Aligning materials to trade union practices unit standards
- Developing new materials
- Designing assessment and RPL instruments

## **Quality Management Systems**

- Focusing on the Trade Union Practices pilot, we will develop quality management information systems that will inform a QMS system for the whole of Ditsela.

## **Research**

- Conduct qualitative needs analyses, evaluation and research studies to inform organisational programmes.
- To explore innovative approaches in the theory and practice of workers' education.

## **Writing Projects and Publications**

- A reference group will be established to oversee the documentation of workers history in South Africa. We hope this project and its outcomes will be a reference guide for union activists in the years to come.
- Producing articles and papers for journals and conferences to promote workers education.

# INFORMATION AND COMMUNICATION TECHNOLOGY IN WORKERS' EDUCATION

## **Strategic priority:**

*To integrate information and communication technologies (ICT) in providing innovative, accessible, and sustainable education that serves the interests of the working class in South Africa and globally.*

## **AIMS**

- To promote the use of IT in workers' education.
- support the struggle for affordable access of workers to IT.

## **ACTIVITIES**

- Build the website as a "social marketing" tool for Ditsela.
- To build an on-line repository of learning materials for shop stewards.
- Build useful links to tools kits and resources in workers education.
- Establish the computer laboratory that workers can access freely.

**Note** : By March we will have established an in-house computer training centre that will offer IT training for workers and officials.

To discuss your IT training needs, please contact Khanyisile Khanyi.

# PRACTICAL INFORMATION

## **How do I apply to attend a Ditsela Course?**

To attend any of the courses you must be nominated by your union and have a completed course application form authorised by your union.

Unions and Federations decide who attends Ditsela courses. The application form must be signed by the National Education Secretary or General Secretary of your union or by an official/office bearer who has been mandated to do so.

Please mail or fax the completed and authorised form to Ditsela well in advance of the course.

## **How do I apply to attend a Ditsela Seminar?**

For one-day seminars such as the Siyakhuluma seminar invitation letters are sent to all Gauteng-based union offices with a reply slip attached for those interested in attending to complete and fax back to Ditsela. Travel costs to the seminars, hosted in Johannesburg, are for your own account.

## **How will I know if I am able to attend?**

All applicants and their union will be notified of the outcome of their application depending on the total number of applicants per course. This is to ensure that there are places on the courses for a wide number of unions and to ensure that an appropriate gender balance is achieved.

Successful applicants and their union will receive further information about the course and will be asked to confirm attendance and accommodation requirements.

## **Who are the course facilitators?**

Facilitators are drawn from a combination of Ditsela staff, unionists and union educators, Labour Service Organisations and university departments or institutes.

## **Will I receive a certificate?**

### **Short Courses**

Ditsela will issue a certificate of attendance to participants who attend the whole course.

## **Trade Union Practices Qualification**

Participants who complete the course will receive a National Certificate accredited by the ETDP Seta at level 4 of the National Qualifications Framework. Ditsela will issue certificates to participants who have met the course requirements of attendance, participation and assessment.

## **How much will I pay?**

Although Ditsela courses are highly subsidised, unions pay a nominal fee for their participants. This is in keeping with the principle adopted by the Federations that affiliated unions must contribute to the cost of Ditsela's programme.

The fee structure is subject to change by Ditsela in consultation with the Federations.

Ditsela will invoice the union /federation head office after the course has finished.

### **Short Courses – National**

R50.00 per person per day for attendance

R60.00 per person per day for accommodation

### **Workshops – Provincial**

No charge for attendance

R60.00 per person per day for accommodation

### **TUPQ**

Tuition and accommodation costs will be decided at the Interfederation Workshop.

For further information contact your educator.

### **Other Services**

Where a union/federation has received funding for a project for which Ditsela is providing support, the daily fee payable to Ditsela will be negotiated.

## What else do I need to know?

### Transport

Participants and/or their union are responsible for transport arrangements and any travel costs that are incurred including parking costs and tollgate fees.

### Accommodation

Ditsela will arrange accommodation for participants who are unable to travel daily to a course venue. Where participants are required to be resident, Ditsela will make arrangements with the unions concerned.

For 2009, the long national courses are residential. For other courses, accommodation is provided for those unable to travel daily and whose union approves the accommodation. Participants and unions will be informed of any change to these arrangements for particular courses.

### Time off and lost wages

Participants and their unions are responsible for making arrangements for time off and payment of lost wages.

## Code of Conduct

All participants are expected to adhere to a Code of Good Conduct. This includes proper use of facilities, being on time and attending the full course. Harassment of all kinds, including sexual harassment, is not acceptable.

## Childcare facilities

Participants requiring childcare must notify Ditsela immediately after their acceptance to attend a course has been confirmed. Ditsela will provide childcare for children up to six years old.

## Language

Due to resource constraints, all Ditsela courses are written and facilitated in English. However, as far as possible, we will make provision within a course for those who wish to express themselves in their preferred language.

# Who to Contact at Ditsela

## Ditsela Johannesburg

### Executive Director

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### Executive Assistant

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### ICT in workers' education

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### Administration

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### Programme Administration

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# The Year of Transition

## Towards Vision 2016

