

APPENDIX D

Qualifications held by Workplace Trainers

	University Teaching Qualifications e.g. Bachelor of Education	Other University Qualification (Social Science/Psychology or related Diploma/Bachelor's Degree)	Master's Degree from a University	Accredited Vocational Training Qualification
No	n = 231	n = 259	n = 246	n = 219
Yes	n = 72	n = 44	n = 57	n = 84
Total	n = 303	n = 303	n = 303	n = 303

Source: Analysis of Survey Data

APPENDIX E

CONSENT FORM

To Whom It May Concern:

Simone Pedro has explained the research project and its purposes to me. I fully understand these and consent to my participation therein.

Participant's Signature:

Signed at:

Date:



APPENDIX F

LETTER TO PARTICIPANTS

10 November 2011

To Whom It May Concern:

RE: Request for Participation in Masters Degree Research

My name is Simone Pedro and I am a post-graduate student in the Intercontinental Masters Program at the University of the Western Cape. I am conducting a survey in partial fulfilment of the requirements for the Inter-Continental Masters Programme – Adult Learning and Global Change long paper (Local Option).



The research aims to determine: “How workplace educator development programmes prepare workplace educators for their roles and responsibilities in facilitating learning in the workplace? As a Workplace Educator in the South African Retail industry, you have been selected to participate in this research as a respondent. The survey involves answering general demographic questions and questions about your role as a Workplace Educator within the South African Retail industry. It should take about 20 minutes to complete. South Africa has a very unique history that has impacted the Higher Education system as well as the Skills Development platform. I would like to gain insight into your views and opinions as a workplace educator in the challenges they face within the workplace.

Your participation is completely voluntary, and your responses will be anonymous. Your personal information and email addresses will remain confidential.

Please complete the accompanying consent form and the questionnaire honestly and in full and return via email by Wednesday 16 November 2011.

If you have any questions, please contact me at 0829231506 or via email at simonep@pepstores.com.

Please keep this letter for your records. Thank you for your participation.

Kind regards,

Simone Pedro



APPENDIX G

RESEARCH INSTRUMENT - QUESTIONNAIRE

WORKPLACE LEARNING AND THE WORKPLACE EDUCATOR: A SOUTH AFRICAN

RETAIL STORY – THE QUESTIONNAIRE

Please answer the following questions **in detail** or choose the appropriate answer where required. Your honesty is greatly appreciated.

A. Biographical Information

1.	Name				
2.	Age	20 - 30	30 - 40	40 - 50	>50
3.	Gender	Male	Female		
4.	Race	White	Coloured	African	Indian

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B. Job Details

1. What is your job title? _____

2. Which of the following describes your role in the organisation best? Place a tick at the most suitable answer.

Trainer	
Learning Facilitator	
Workplace Educator	
Human Resource Development Practitioner	
Other	

If other, please specify _____

3. How long have you been in your current position? _____

4. Please choose from the list below your main responsibilities (Make a tick next to your choices):

Plan and organise learning/training	
Foster a climate for learning	
Conducting training needs analysis	
Developing training material	
Facilitating learning/training	
Evaluating impact of learning	
Giving learner support & career advice	
Quality Assuring of material	

5. Please choose from the list your main roles within the organisation (Make a tick next to your choices):

Assessor	
Moderator	
Trainer	
Skills Development Facilitator	
Quality Assurer	



6. In your opinion, which competencies listed below are the most important to your role? (Make a tick next to your choices)

Technical competencies	
Analytical competencies	
Leadership competencies	
Business competencies	
Interpersonal competencies	
Technological competencies	
Training related (ETD/Skills Development) competencies	

7. In your opinion, what is the importance of your role to the organisation?

8. What about your position inspires and motivates you?

D. Qualification

1. Do you have a training- or Human Resources-related qualification?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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2. What kind of qualification do you hold? (Make a tick next to your choices):

Certificate	<input type="checkbox"/>
Diploma	<input type="checkbox"/>
Degree	<input type="checkbox"/>
Post-graduate	<input type="checkbox"/>
Other	<input type="checkbox"/>



Please name the qualification:

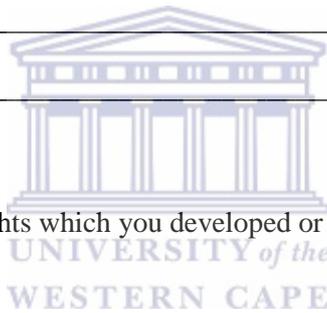
3. When did you complete your qualification?

4. At which institution(s) did you obtain your qualification(s)?

5. In your opinion, which qualifications for your role hold more weight? Tick your choice and please explain

From Universities	
From Universities of Technology (Former Technikons)	
From FET Colleges	
From Private Providers	

6. What were the major subjects / main modules covered by your qualification?



7. What were the most important insights which you developed or learnt during the course of your qualification?

8. Briefly describe how your qualification has enabled you to perform your roles and responsibilities as per question B4 and B5?

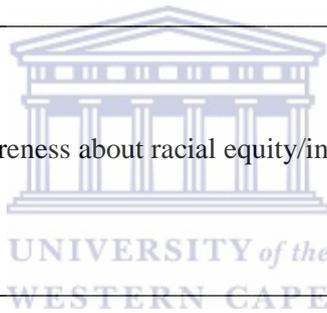
E. Personal Transformation

1. How has your qualification enabled you to question your personal ideas/beliefs about learning and its power to transform you?

2. Did the qualification raise your awareness about the changing diversity in South Africa? If yes, in which ways?

3. Did the qualification raise your awareness about gender equity/inequality in your personal life? If yes, in which ways?

4. Did the qualification raise your awareness about racial equity/inequality in your personal life? If yes, in which ways?



F. Organisational Transformation

1. How has your qualification enabled you to understand the changing diversity of the organisation?

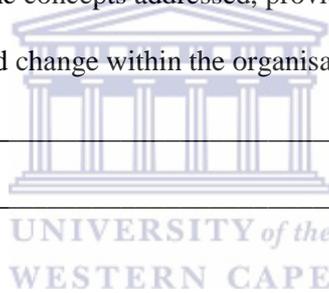
2. How has your qualification enabled you to understand sexual harassment in the workplace?

3. How has your qualification enabled you to understand human rights in the workplace?

4. How has your qualification enabled you to understand racial equity/inequality in the workplace?

5. How has your qualification enabled you to understand gender equity/inequality in the workplace?

6. With reference to this section and the concepts addressed, provide examples of how you have impacted the organisation or facilitated change within the organisation.



F. Enabling transformation

1. How has your qualification enabled you to facilitate learning that promotes learners' personal change?

2. How has your qualification enabled you to facilitate learning that enables learners to understand the changing diversity in the workplace?

3. How has your qualification enabled you to facilitate learning that enables learners to understand gender equity/inequality in the workplace?

4. How has your qualification enabled you to facilitate learning that enables learners to understand racial equity/inequality in the workplace?

5. How has your qualification enabled you to facilitate learning that enables learners to understand human rights in the workplace?



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THANK YOU FOR YOUR COOPERATION AND TIME!