



## **New Organization Structure**

### **National Office and Administration**

At the SASCE Forum meeting in Bloemfontein on the 8<sup>th</sup> February 2008, it was agreed that SASCE set up a permanent National Office to give effect to the SASCE Business Plan. This submission briefly sets out the following:

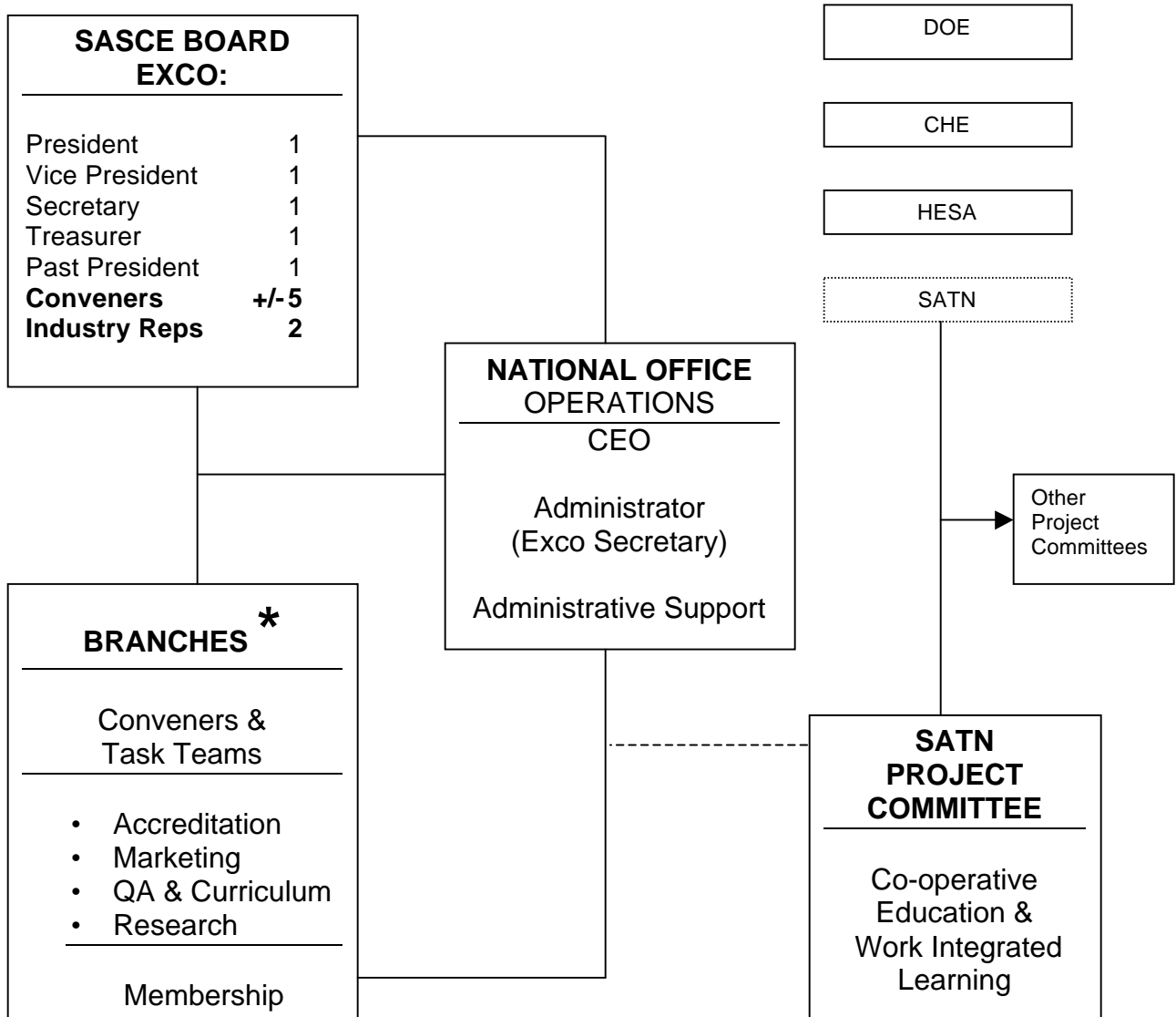
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#### **1. Introduction and Rationale**

The new SASCE Business Plan adopted at the Forum Meeting at VUT in March 2007 sets out a new operational strategy and implementation plan with 4 Strategic Focus Goals. The new operational strategy will position SASCE as the national convener body that will position SASCE as the accredited and authoritative voice on Co-operative Education. SASCE will also market Co-operative Education nationally through a representative membership database. SASCE will promote and build capacity, linking curriculum development and quality management for work integrated learning. SASCE will also promote research and development capacity toward a body of knowledge on co-operative education practice.

The Business Plan recommends a new approach to the governance and management of SASCE. The above are all in line with the SASCE original mission but a new governance structure will enable SASCE to be proactive in assisting our membership to engage in a more meaningful way nationally in contributing to graduate employability and related national skills provision.

# THE NEW STRUCTURE



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- Branches consist of regional membership groups or forums.
- Task Teams will represent the 4 Strategic Goals of SASCE
- Branches will serve as regional information supply networks and act as a conduit to allow SASCE to profile Co-operative Education nationally.
- The CEO could hold an additional position on the board.

## 2. THE NEW STRUCTURE

The amendment to the organizational structure would be as follows:

- 2.1 To enlarge the SASCE Exco into a Board. Discontinue the “2 additional members” and include “Branch conveners plus 2 representatives from Industry”
- 2.2 The establishment of Branches in regions made up of Conveners and Task Team groups that would represent the 4 Strategic Goals of SASCE on behalf of the regional membership.
- 2.3 Establish a SASCE National Office with the appointment of a CEO and administrative support. *It envisaged that the venue and location of the SASCE National Office will be hosted at one or more of the member UoT's or Comprehensives, to ensure alignment and support to the objectives of SASCE as the representative national body.*

## 3. ROLES AND RESPONSIBILITIES

### Conveners and Task Teams

1. Conveners will coordinate the work and activities of Task Teams within a branch and will facilitate the gathering of information to be forwarded and profiled at a national level by the SASCE National office.
2. Conveners will serve on the SASCE Exco Board and will contribute to the strategic planning, monitoring and review of all SASCE activities.
3. Task Teams will consist of Industry, institutions and student membership that will engage in activities and events aligned to the four strategic goals of SASCE
4. **NB:** Conveners and Task Teams will serve a SASCE regional and national agenda and will therefore IN NO WAY duplicate or replace existing structures that serve Co-operative and WIL at institutions.

## **CEO: CHIEF Executive Officer**

1. The Chief Executive Officer will head up and be responsible for the SASCE National Office.
2. The CEO will manage the implementation of the strategic goal objectives of SASCE as determined by the EXCO BOARD from time to time on behalf of the membership.
3. The CEO will give direction and leadership towards the achievement of the SASCE philosophy, mission, strategy and objectives in line with the 4 Strategy Goals of the SASCE Business Plan.
4. The CEO will initiate and participate in the design, promotion and marketing of quality programs, events, products and services that will position and profile Co-operative Education through SASCE to a wide range of stakeholder interest groups.
5. The CEO will oversee fundraising planning and implementation including the identification of resource requirements, researching of funding sources, establishing strategies to approach funders, submitting proposals and administrative oversight of expenses, records and correspondence.
6. The CEO will manage and provide guidance, support and direction to Branch Convenors in the implementation and sourcing of information required, to profile and showcase the outputs of Co-operative Education at a national and international level.
7. The CEO will drive initiatives to increase SASCE membership.
8. The position of CEO is operational and results driven and should not be confused with the role of President which is ceremonial and chairman of Exco / the Board.

### **Note:**

The position of CEO should or could **be full time? (or percentage of time position)** linked to specific KPA targets in a performance contract. Given the experimental and development nature of this initiative a phased approach could be considered. The success of this proposal will depend on how we balance risk but at the same time being bold in our vision and passion for Cooperative Education and the new SASCE.

## **Administrative Support**

SASCE currently has an office location and address at VUT within the Co-operative Education Department. The Secretary of SASCE, as the Director of Co-operative Education at VUT over and above his Director responsibilities receives a stipend of R3000,00 per month from SASCE to oversee and implement the administrative needs relating to membership records, communication, meetings , events management, SASCE Forums, Workshops, Conference and all correspondence .

The Secretary also employs the service of an Administration Assistant who receives a stipend of R2500 per month.

SASCE has a stationery budget provision but also receives indirect subsidy (by agreement) by sharing the infrastructure and resources of the Vaal University of Technology.

The above arrangement will have to be reviewed once agreement has been reached on the logistical specifics and targets for the new SASCE National Office. (See budget *proposal* at the end of this document)

## **4 NATIONAL OFFICE DELIVERABLES (KPA's)**

At the SASCE Forum Workshop on 7 February 2008 the Forum debated and formulated specific activities, events and targets for each Strategic Goal that would enhance the profile and services of SASCE to the membership and external stakeholders.

These recommendations have been collated and translated into specific outputs that will serve as the KPA's for the National Office and the CEO. A new SASCE Brochure is being produced which will be distributed SASCE International Conference in Durban in May 2008.

## 4.1 TARGET OUTPUTS FOR THE FIRST YEAR

1. Organize 4 regional Breakfast Seminars with Industry
2. Promote and increase Industry membership to target of 300 minimum
3. Raise funds for research and high leverage projects in Business Plan.
4. Engage with JipSA , SETA's and other agencies to promote Co-operative Education.
5. Set up Data Base on Industry Membership.
6. Set up and share contact details of Co-op practitioners
7. Recognize Industry through accreditation and awards for excellence
8. Collect and share graduate placement opportunities across regions
9. Set and maintain an interactive SASE website
10. Produce and publish a quality expanded Newslink
11. Promote and share information on best practice and quality
12. Identify and establish needs, training and capacity building
13. Survey, gather, collate, analyze and disseminate strategic information on views, market trends, supply and demand outputs, graduate employment and unemployment, alumni activities, impact assessments, student and industry feedback on all activities related to WIL and Co operative Education.
14. Promote and report on Advisory Committee activities
15. Proactively lobby and seek State funding for Co operative Education and WIL.
16. Publish a comprehensive Annual Report on SASCE and the membership profile

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