



SERVICES SETA - EDP - 2019/20

GUIDELINES FOR EMPLOYER REPRESENTATIVES

Applicants for the Services Seta EDP 2019/20 (Executive Development Programme) are required to complete an online application form as well as two further assessment tools. The ideal candidates that you will be looking for will be:

- Destined for leadership positions in the Services sector
- Ambitious
- Equipped with the mental and emotional capabilities to succeed, including the ability to think strategically
- People with integrity and a presence
- Good interpersonally and able to work in a team
- Likely to remain long enough in the sector to repay the investment

ASSESSMENT TOOLS:

The application process will comprise the following:

- Online application form
- Online case study analysis
- Individual interview

SCHEDULE:

OUTPUT	START DATE	END DATE	RESPONSIBLE
Deadline for employer representative to invite nominees/ applicants to participate in the EDP 2019/20 selection process	26 June	10 July	Employer Representatives
Deadline for applicants to complete application forms and upload required documents	26 June	12 July	Applicants
Deadline for completion of case study	16 July	18 July	Applicants
Case Studies to be assessed	19 July	22 July	Thornhill & GIBS
Applicants and employer representatives to be advised of next steps (whether applicant will/will not proceed to interview stage)	22 July	22 July	Thornhill
Interviews to be scheduled directly with successful applicants	23 July	23 July	Thornhill
Interviews to take place (locations to be advised)	24 July	26 July	GIBS & Services SETA
GIBS to notify Thornhill of successful candidates	29 July	29 July	GIBS
Thornhill system-generated email to advise successful and unsuccessful applicants and employer representatives after interview process and final decision making	29 July	29 July	Thornhill
Employer representatives to hold a conversation with unsuccessful applicants to discuss alternative development options if applicable	At own discretion		Employer Representatives

PROCESS:

1. Once a potential candidate has been identified, the employer representative will nominate the candidate by entering his/her details into the Thornhill system. Thornhill will then email the candidate directly, providing the link for online completion of the application form. When nominating candidates, employer representative should try to align as much as possible with the Services SETA demographic requirement:
 - EDP: **85% Black, 54% women, 4% disabled.**
2. Candidates will need to complete an online case study analysis during the week of 16 to 18 July 2019. This will be a timed assessment. Once the candidate starts the case study (reading and analysis), he/she will only have three hours in which to complete the online assessment. Once the three-hour period is complete, the system will automatically close and the candidate will not be able to continue with the analysis.
3. Assessment of case studies will be undertaken by Thornhill and results of whether the candidate will proceed to the interview stage or not will be communicated to employer representatives and candidates by 22 July 2019.
4. Those candidates who are deemed successful to go through to the interview process will be advised of interview dates by GIBS and should block off 24 to 26 July 2019 in their diaries so that they are available to attend the interview.
5. Post interviews, the GIBS decision-making panel will conduct a discussion in order to reach consensus on the success of the candidate's application. Bearing in mind the allocated quota per cohort, as well as the guidelines on race, gender and disability, the candidate will be graded as per one of the following options:
 - Strong Candidate (Definite recommendation)
 - Good Candidate (Review in light of other applicants)
 - Possible Candidate (Hold in reserve)
 - Not Recommended
6. Once consensus has been reached, GIBS will advise Thornhill of the final list of applicants. The Thornhill system will email both the employer representative and the candidate to advise of the success of the application. It is critical that if any of the recommended candidates is unable to start the programme the GIBS-Services SETA Project Office is advised timeously (ServSETA@thornhill.co.za).
7. Employer representatives will hold individual conversations with the unsuccessful candidates as guided by the Thornhill recommended process.
8. Successful applicants will receive further documentation directly from GIBS, advising next steps and specific programme requirements.

PROGRAMME COSTS:

Services SETA will cover the following costs:

- Programme fees (attending classes, evening activities and events)

The following costs will NOT be covered by Services SETA:

- Flights for attending the interview which will be held in Johannesburg.
- Costs incurred travelling to and from the actual programme. For e.g. if a person is travelling from the Eastern Cape to GIBS to attend the programme, the costs of travel (flights or petrol costs etc.) is for the member organisation to pay

For any queries regarding the above process, please email ServSETA@thornhill.co.za