

Branch: LA

Note: Published KPIs are for public information purposes only, certain information may be excluded from the published version due to security reasons

Technical indicator descriptions	Cadets trained
Target title for 2015/16	Identify the title of the target
APP 3.1.2	80 Cadets trained on 18 unit standards from the National Certificate Home Affairs Services
Indicator / Measure title	Provide a brief explanation of what the indicator is with enough detail to give a general understanding of the indicator
	Training of 80 Cadets on identified number of unit standards from the National Certificate: Home Affairs Services
Short definition	Provide a brief explanation of what the indicator is with enough detail to give a general understanding of the indicator
	<p>80 Cadets trained on 27 unit standards in total of the National Certificate: Home Affairs Services over a period of 18 months of which 18 unit standards will take place over a 12 month period (15/16 FY).</p> <p>The unit standards to be completed in the 2015/16 financial year are:</p> <ol style="list-style-type: none"><li>1. Perform duties of an Immigration Officer;</li><li>2. Interpret current legislation;</li><li>3. Conduct Lawful Arrest;</li><li>4. Conduct Lawful Search and Seizure;</li><li>5. Administration of Port Control Office;</li><li>6. Investigative Interview;</li><li>7. Study Skills;</li><li>8. Diversity;</li><li>9. Aiding and Abetting;</li><li>10. Counter Xenophobia;</li><li>11. Human Rights;</li><li>12. Refugee Affairs;</li><li>13. Adjudication;</li><li>14. Research and Analysis;</li><li>15. Emotional Intelligence;</li><li>16. Fraud and Corruption;</li><li>17. Client Relations;</li><li>18. Receiving and Attending to Complaints</li></ol> <p>Cadets will also be required to undergo experiential training consisting of immigration (port control, asylum seeker and refugees) over 3 quarters. The cadets will be employed with effect from beginning of quarter 3. The training of Cadets recruited in the 2015/16 FY will commence in quarter 3.</p> <p>80 Cadets will be recruited due to financial considerations.</p>

Purpose/importance	Explain what the indicator is intended to show and why it is important
	Creating a competent and skilled talent pool for the Public Service
Source documentation/information used	Describe where the information comes from i.e. source of information that is used as a basis for actual performance achievements (AG requirement)
	Attendance registers, progress reports, appointment letters
Description of the source	A description of where the information originates from - by indicating name of responsible unit, person/designation etc.
	The source can be obtained from the office of the Project Leads: Training Specialists , namely Mr T Stemmer, Deputy Director and Ms P Kaumana, Deputy Director
Description of processing activities (where applicable).	Document the understanding for the performance processing for each target
	See activity sheet below
Standard operating procedure	For each indicator or target indicate the standard operating procedure (where applicable)
	NA
System used	Name of system used to process performance information
	N/A
Type of system	Electronic or live
	N/A

Method of calculation	Describe clearly and specifically how the indicator is calculated
	The signatures on the attendance registers of Cadets who have attended and been trained on the National Certificate: Home Affairs Services. Number of unit standards completed by the cadets vs the number planned for.
Baseline calculated against	Indicate the performance as at the end of previous financial year
	64 cadets trained on 23 unit standards in 2014/15 as well as experiential training. 4 more unit standards to be completed in 2015/16
Availability of total population	The total population refers to the number and / or list of all members in a defined group. (If the indicator is a rate or percentage, indicate the numerator)
	List of 80 cadets and list of unit standards to be completed in 2015/16
Unit of measure	In what unit will the indicator be captured? (percentage/number/currency)
	Number
Data limitations	Identify any limitation with the indicator data/other, including factors that might be beyond the DHA's control
	Other: Circumstances outside the control of the DHA, such as resignations, transfers, etc., to be considered as part of the calculation of the achievement (e g if 80 are appointed and trained and proof can be submitted that 5 officials resigned during the course of the programme, it will be regarded as achieved)
Output reporting	Indicate responsibilities regarding output reporting, archiving, key steps iro reporting, data extraction, calculation and the checking thereof (where applicable)
	1. Who is responsible for reporting at business level? Head Learning Academy

	<p>2. Who archives the reports i.e. the person the AG will be in touch with for any form of business related reporting / Where can the collated information be found? / operational reporting level</p> <p>D: Learning Programme Delivery</p>
	<p>3. Activities/steps that goes into reporting at business level?</p> <p>Quarterly and annually reporting.  Quarterly reporting by DD: Training Specialist and checked by D: LPD, signed off by DDG: LA.  Quarterly reports quality assured by D:M&amp;E. Annual reporting information consolidated by DD: Training Specialist, checked by D:LPD and signed off by DDG:LA</p>
Frequency of reporting on this indicator	Indicate: e.g. monthly, quarterly and annually
	Quarterly and annually
Desired performance	Identify whether actual performance that is higher or lower than the targeted performance is desirable
	Actual performance equal to the target is desirable.
New indicator:	Identifies whether the indicator is new, has significantly changed, or continues without change from the previous year.
	No
Calculation type:	Identifies whether the reported performance is cumulative, or non-cumulative
	Non-cumulative

Type of indicator:	Identifies whether the indicator is measuring inputs, activities, outputs, outcomes or impact, or some other dimension of performance such as efficiency, economy or equity.
	Activity (target)

Key activity list (sheet):				
Annual Target:	80 Cadets trained on unit standards from the National Certificate: Home Affairs Services			
No	Activity	Responsibility for each activity	Evidence for each activity	% weight for each activity (importance of activity in relation to achieving the target)
1	Conduct Induction for Cadets (first week of September)	Project leads, (namely Mr T Stemmer, Deputy Director and Ms P Kaumana, Deputy Director)	Attendance registers	5%
2	Conduct training on the unit standards from National Certificate: Home Affairs Services relevant to Immigration Services (Second week of September, 18 unit standards: 9 in Q3 and 9 in Q4)	Project leads, (namely Mr T Stemmer, Deputy Director and Ms P Kaumana, Deputy Director)	Attendance registers,	50%
3	Deployment for experiential learning. (December)	Project leads, (namely Mr T Stemmer, Deputy Director and Ms P Kaumana, Deputy Director)	Attendance registers, Quarterly reports	45%
				100%

