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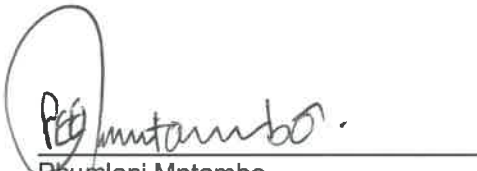
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ABBREVIATIONS AND DEFINITIONS

Abbreviations

Abbreviation	Description
CEO	Chief Executive Officer
DHET	Department of Higher Education & Training
GDPR	General Data Protection Regulation
LGSETA	Local Government Sector Education & Training Authority
NDP	National Development Plan
NSDP	National Skills Development Plan
PFMA	Public Finance Management Act
POPIA	Protection of Personal Information Act
PSET	Post-School Education & Training System
REC	Research & Evaluation Committee
SAQA	South African Qualification Authority
SDA	Skills Development Act
SETA	Sector Education & Training Authority
SSP	Sector Skills Plan

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Definitions

Term	Definition
Applied Research	Applied research is original investigation in order to acquire new knowledge. It is however directed primarily towards a specific practical aim or objective. The results of applied research are intended primarily to be valid for a single or limited number of products, operations, methods or systems. The knowledge or information derived from applied research is often patented but may also be kept secret.
Basic Research	Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any specific application or use in view. The results of basic research are not generally sold but are usually published in scientific journals or circulated to interested colleagues.
Research	<p>Research is defined as the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. This could include synthesis and analysis of previous research to the extent that it leads to new and creative outcomes.</p> <p>This definition of research is consistent with a broad notion of research and experimental development comprising creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise new applications. The definition of research encompasses pure and strategic basic research, applied research and experimental development. Applied research is original investigation undertaken to acquire new knowledge but directed towards a specific, practical aim or objective (including a client-driven purpose).</p>
Research Partnership	A strategy aimed at improving quality research and exploring the best research practices through partnering with reputable institutions of higher learning, professional bodies and research bodies. The Research Partnerships are aimed at advancing the frontiers of knowledge through focused research informed by the LGSETA Research Agenda; and publishing of the research articles will be informed by the research studies undertaken.
Research Data	Research Data means recorded information, obtained during a research process, regardless of form or the media on which it may be recorded. The term includes computer software (computer programmes, databases and documentation thereof), and records of scientific or technical nature. The term does not include information incidental to research administration such as financial, administrative, cost or pricing, or management information. In practice scientific data include both intangible data (statistics, findings, conclusions).
Strategic Research	Strategic research is research carried out with the expectation that it will produce broad base knowledge that is likely to inform the background to a solution of recognised or expected current or future problems or offer possibilities for solving them.




DOCUMENT CONTROL

Amendment History

Version	Date	Remarks	Name
0.3	27/02/2023	Draft Research Policy	M Ralushai

Authorisation

This document has been seen and accepted by:

Name	Designation
Ineeleng Molete	Chief Executive Officer (CEO)
Tebogo Mmotla	Interim Chief Operations Officer (COO)
Kwena Mokgokong	Acting Chief Financial Officer (CFO)
Josie Singaram	Acting Executive Manager: Strategy and Planning
Hazel Madibana	Acting Head: Internal Audit and Risk

Document Distribution List

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Hazel Madibana	Acting Head: Internal Audit and Risk

1. SHORT TITLE

- 1.1 This Policy shall be called the Local Government Sector Education and Training Authority (LGSETA) Research Policy.

2. POLICY STATEMENT

- 2.1 The LGSETA shall conduct its research guided by this policy to enable it to achieve its legal mandate and strategic objectives relating to skills planning and research related activities.

3. PURPOSE OF THE POLICY

- 3.1 The purpose of this policy is to provide a framework to guide the conduct, management and approval of research projects, which includes any institutional and sectoral research commissioned by a SETA; and the Local Government Sector Skills Plan (SSP).

4. LEGISLATIVE AND POLICY FRAMEWORK

The following legislation and policies impact on research related activities conducted by the LGSETA:

- 4.1 **Skills Development Act of 1998:** In terms of Chapter 06 of the Skills Development Act of 1998, the Sector Education and Training Authorities (SETAs) must research and analyse the labour market in order to determine skills development needs of the country.
- 4.2 **White Policy on Post-School Education (DHET, 2013):** The White Paper on Post-School Education and Training (PSET) provides a vision for an integrated system with all institutions playing their role as parts of a coherent but differentiated whole. The PSET institutions include the colleges and universities whose main purpose is the direct provision of education and training and, in the case of universities, the conduct of research. Further, it includes institutions that support the education and training process, such as the Sector Education and Training Authorities, the National Skills Fund (NSF) and the advisory, regulatory and quality assurance bodies such as the South African Qualifications Authority (SAQA) and the Quality Councils. The focus of this prescript is on growing research and

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innovation, improving quality of research, ensuring coherence of the policy frameworks guiding these areas across the higher education and research communities, and strengthening particular areas identified as important for national development (White Paper for Post-School Education & Training, 2014).

4.3 National Development Plan (2030): The National Development Plan (NDP) 2030 is a broad strategic framework, which sets out a coherent and holistic approach to confronting poverty and inequality based on six focused and interlinked priorities namely: 1. Uniting South Africans under a common program, 2. Encouraging citizens to be active in their own development, 3. Faster and more inclusive growth, 4. Building capabilities, 5. A capable and more developmental state and 6. Leadership and responsibility throughout society. Chapter Nine of the NDP 2030, focuses on the improving education, training and innovation. It stipulates that: Research and development should be significantly expanded. Collaboration across the South African education system and with internationally accredited institutions should lead to higher levels of innovation (National Development Plan, 2012).

4.4 National Skills Development Plan (NSDP) (2030): The National Skills Development Plan (NSDP) 2030 is derived from the broader plan of government, namely the National Development Plan (NDP). The NSDP 2030 is a strategy document developed to respond to the policy goals of the White Paper on Post-School Education and Training (“White Paper”) to improve both the integration of the post -school education and training system (“PSET”), and the interface between PSET institutions and the world of work. The strategy is aligned to the context and objectives of the Skills Development Act (SDA).

4.5 Protection of Personal Information Act (POPIA) Act (No. 4 of 2013): The POPIA is a governmental regulation designed to protect the personal information of South African citizens, similar to the General Data Protection Regulation (GDPR) in Europe. In research, POPI impacts more on research process, such as being strategic in storing only de-identified datasets on cloud storage, and ensuring that on-site storage (personal hard drives, external hard drives) is strictly access-controlled to named and designated individuals to ensure data protection

4.6 District Development Model (DDM) (2019): The DDM is integrated framework that embraces intergovernmental relations (IGR) across three spheres of government (national, provincial and local government). The DDM is aimed at creating one plans for each district

or metropolitan municipality that is developed through cooperative governance to enable the three spheres of government to function in unison. It is intended to improve the planning and service delivery capacities of municipalities. This requires an increased focus on collaboration and project management skills across service delivery areas. The DDM has implications for the LGSETA to set up partnerships across the nine broad service delivery areas.

4.7 Economic Reconstruction and Recovery Plan (ERRP) (2020): The ERRP is a plan that focuses on interventions to allow large numbers of young people to access opportunities in the short-term to ensure that they are able to be absorbed into high-potential growth sectors in order to boost job creation, and up-skill workers as to enhance productivity.

4.8 Economic Reconstruction and Recovery Skills Strategy (ERRSS) (2022): The Economic Recovery Skills Strategy presents ten broad key interventions to support the ERRP from a skills perspective.

5. SCOPE OF THE POLICY

5.1 This Policy applies to all researchers including appointed external researchers and/or research partners and employees conducting research work for the LGSETA, as well as requestors of research and data. The above-mentioned researchers and requestors of research and data are bound by the same research policy.

6. MANAGEMENT AND RESPONSIBILITY

The following is a summary of roles and responsibilities:

6.1 Any staff who perform or manage research activities or research work flows as defined within each respective job description need to adhere to the ethical conduct as enshrined under clause 8.

6.2 The LGSETA Chief Executive Officer (CEO) shall oversee and approve any research related project in line with this policy as approved by the LGSETA Accounting Authority.

6.3 The LGSETA CEO shall further ensure that the relevant departments implement, develop, and improve research related processes in line with the policy and standard operating procedure.

- 6.4** The Manager who manages a research activity or research study, including the Local Government Sector Skills Plan (SSP), shall ensure that the research study is communicated and reported to relevant structures timeously and in line with the policy.
- 6.5** The Research Unit is responsible for managing research related activities conducted by the LGSETA.
- 6.6** The Research and Evaluation Committee shall exercise oversight responsibility on research related matters.

7. ROLES AND RESPONSIBILITIES OF RESEARCHERS

To carry out the LGSETA research projects effectively, researchers must:

- 7.1** Comply with the LGSETA policy and requirements specified for the research project;
- 7.2** Obtain the necessary consent for conducting research from the relevant authorities, particularly when requiring information or data from public entities;
- 7.3** Minimise any risks to subjects and protect the subject rights and welfare at all times of the research process.

8. RESEARCH ETHICS

- 8.1** The LGSETA research shall be governed by the research ethics, underpinned by objectivity, integrity, honesty, openness, respect for intellectual property, confidentiality, conflict of interest and legality;
- 8.2** The LGSETA shall strive for honesty in all scientific communications meaning to honestly report data, results, methods and procedures, and publication status;
- 8.3** The LGSETA shall share its research data with its stakeholders and community at large with the provision that they adhere to the confidentiality clause and such information will not be used for business purposes.

- 8.4** The LGSETA shall keep its promises and agreements; act with sincerity; strive for consistency of thought and action;
- 8.5** The LGSETA owns copyright and/or intellectual property relating to all the research projects that are conducted for the local government sector and shall have an indefinite license of use over such copyright and/or intellectual property as it deems fit. In case the other institutions would like to use the research information, such an institution will have to apply in writing to the LGSETA Chief Executive Officer (CEO) or the Executive Manager: Strategy and Planning Division. The request for such information should be put on the respective institution's letterhead and signed by the CEO or any other designated official indicating the request and providing reasons in terms of benefit for the individual/organisation and LGSETA.
- 8.6** An institution or individual that would like to use the information from the LGSETA research projects or publications will be expected to provide reasons and sign a confidentiality clause.

9. REQUEST FOR RESEARCH INFORMATION

The LGSETA is not obliged to provide information to any stakeholders for research or other purposes except to the LGSETA stakeholders, constituencies and appointed researchers/research organisations. Research requests from other parties will not be considered for, inter alia, the following reasons:

The rights of employers, learners and others will be violated if individual databases are released. The LGSETA is not obliged to conduct additional research for the organisations that are not official stakeholders or constituencies as designated in terms of Skills Development Act (SDA) of 1998, as amended and other applicable legislation.

10. APPROVAL OF RESEARCH REQUESTS FROM EXTERNAL STAKEHOLDERS

The approval of the research requests from the external stakeholders shall be informed by a comprehensive research request and/or proposal, which should not be in contravention of the research policy. The proposal shall be in correspondence with the LGSETA Strategic Focus Areas, Municipal Priority Areas, and National Government Priority Areas. The

Research Unit shall review the contents of the research proposal and assemble recommendations for the attention of the Executive Manager: Strategy and Planning, who will then make inputs for approving or declining the request. The letter for approval or declining the request shall be prepared by the Research Unit in consultation with the Executive Manager: Strategy and Planning.

11. RESEARCH REPORTS APPROVAL

- 11.1 Prior to the approval of the research reports by the designated official, the research reports shall be presented to the Executive Management (Excoman).
- 11.2 Prior to the approval of the reports by the designated official, the research reports shall be presented to the Research and Evaluation Committee (REC) for further inputs.
- 11.3 The research reports shall be recommended by the Research Manager and approved by the Executive Manager: Strategy and Planning Division.

12. CONSULTATION WITH STAKEHOLDERS

- 12.1 The Roundtable Discussion shall be central in sourcing information from the stakeholders to inform the Research Agenda. In the development of the Research Agenda, the Research Unit shall consult with both the internal and external stakeholders. The Research Agenda shall be approved by the Local Government SETA Board.
- 12.2 The internal research structure is the REC, that is mandated to execute the oversight role in ensuring that the research function can achieve its objectives optimally.
- 12.3 In ensuring that the research reports are of high quality, the Research Unit shall engage the stakeholders through the Research Seminar/Webinar Series, which is a platform established to solicit inputs from the broader sector.

13. DISSEMINATION OF THE RESEARCH REPORTS

- 13.1 The dissemination of the research reports shall be communicated through the Research Seminar/Webinar Series, a platform comprised of internal and external stakeholders including multi-disciplinary experts. The research reports shall be presented by the

research partners. Engagement and interrogation by stakeholders is central in ensuring that the research report is of incredible quality.

13.2 The research articles linked to the research studies conducted shall be published in bulletins, journals and magazines.

14. IMPLEMENTATION OF THE RESEARCH RECOMMENDATIONS

14.1 The Research Unit shall strive to ensure that the research recommendations are accordingly implemented. The implementation of the research recommendations shall be guided by the implementation plan of the research recommendations. In the implementation of the research recommendations, the Research Unit shall liaise with the key role-players, including the REC.

15. POLICY REVIEW

This Policy shall be reviewed on an annual basis.

