



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GUIDELINES: ORGANISING FRAMEWORK FOR OCCUPATIONS (OFO) 2017

PREAMBLE:

This guideline addresses the purpose and structure of the Organising Framework for Occupations (OFO) 2017 in the South African skills development environment. It is aimed at providing a deeper understanding on using the OFO and provides general guidance to different users on how to engage with the OFO.

The purpose of the Organising Framework for Occupations is to establish a common language for talking about occupations. In terms of skills development, it enables labour market dialogue for talking about skills demand and supply.

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1 WHAT IS THE OFO

The Organizing Framework for Occupations is a coded occupational classification system. The OFO is a skills-based coded classification system that captures all jobs in the form of occupations and provides a framework for the identification, articulation, reporting and monitoring of skills demand and supply in the South African labour market. It is the Department of Higher Education and Training's key tool for identifying, reporting and monitoring skills demand and supply in the South African labour market.

The OFO is constructed from the bottom-up by:

- analysing jobs and identifying similarities in terms of a tasks and skills;
- categorising similar jobs into occupations; and
- classifying these occupations into occupational groups at increasing levels of generality.

The OFO adds value to skills development planning and implementation purposes in that it:

- provides a common language when talking about occupations;
- captures jobs in the form of occupations; and
- groups occupations into successively broader categories and hierarchical levels based on similarity of tasks, skills and knowledge.

2 BACKGROUND ON THE DEVELOPMENT AND UPDATING OF THE OFO

The South African Standard Classification of Occupations (SASCO) reflected ISCO but while this has proven to be a powerful information tool, it did not provide the detail that South Africa requires for good skills development planning and project intervention.

The debate on what constitutes an occupation has been inviting views from various origins, both local and international. Over time, international agreement has been reached on the definition of occupational groupings. The International

Labour Organisation (ILO) consolidated these views into what is known as the International Standard Classification of Occupations (ISCO).

Statistics South Africa adapted this classification system for the purposes of conducting its national census data and to track the shifting occupational profile of the country's workforce. It was known as the South African Standard Classification of Occupations (SASCO). SASCO however was outdated and did not define occupations in more detail and could therefore not be used by the Department for skills planning purposes.

A scan of international developments was initiated to find a more representative framework. In a similar attempt, the Australian Bureau of Statistics (ABS) and Statistics New Zealand, initiated a wide ranging consultative and stakeholder-driven process in March 2001 to update ISCO 1988. This process culminated in July 2005 in a more representative framework (ANZSCO).

As the content of ANZSCO 2005 reflected the occupational environment more accurately and also included occupations and occupational descriptors, it was used as the basis for the Organising Framework for Occupations (OFO) to assist in the process of skills planning within and across sectors.

The Department adopted the use of the OFO through research and consultation with SETAs in 2005 as a tool for identifying, reporting and monitoring scarce and critical skills and maintained it through an annual updating process. This process and responsibility was implemented by the Department of Higher Education and Training (DHET) in 2009.

The DHET has thus decided to align the OFO to the ISCO – 08 structure in an attempt to create a standardised framework, which would also align to the international framework. A further reason contributing to this decision related to the benefit of ease of comparison of labour market and skills information with international data.

It was further decided to change the title of the OFO version to reflect the year of update (rather than a version).

3 FRAMEWORK AND CONCEPTS OF THE OFO

3.1 Definition of a Job and Occupation

For the purposes of identifying the occupations, the following definitions of ISCO are applied¹ and must be adhered to when identifying new occupational titles:

- A **job** is a set of tasks and duties carried out or meant to be carried out, by one person for a particular employer, including self-employment.
- An **occupation** is a set of jobs whose main tasks and duties are characterised by a high degree of similarity (skill specialisation).

The occupations identified in the OFO represent a category that encompasses a number of jobs. For example, the occupation “General Accountant” also covers the specialisation “Debtors Manager”.

Note: The output of occupations clustered under the fourth level of the OFO (Unit Group) is described in terms of tasks and a descriptor. Occupations are thus related to the tasks defined at the Unit Group and an occupation descriptor describes what the application of the variety of tasks ultimately produces or delivers in the world of work. An occupation descriptor always either indicate the unique service the occupation renders or the unique product the occupation produces in executing some or all the related tasks in a specific context.

Jobs in the workplace could either be related to occupations or specialisations on the OFO. The association depends on the level of uniqueness of the output of the job on the workplace.

¹ International Standard Classification of Occupations (ISCO - 08) - Conceptual Framework, page 2 of ANNEX 1

3.2 Skill

A skill can be defined as the ability to carry out duties and tasks of a specific job. Two dimensions of skill are used to arrange occupations into groups, namely skill *level* and skill *specialisation*. Skill *level* is a function of the complexity and range of tasks and duties to be performed in a job and is measured operationally by considering the following:

- Nature of the work performed: The nature of the work refers to the complexity and range of the work in an occupation in relation to the characteristic tasks and duties identified.
- Level of formal education: Level of education required for competent performance of the tasks and duties of the job.
- Amount of on-the-job training: Experience (previous or in-service training) in a related occupation required for competent performance of the tasks and duties.

Skill *specialisation* can be regarded as the process of focusing an occupational concentration on a specific area of expertise. An increase in job specialisation can make employee less flexible (i.e. limited horizontal and vertical career mobility) as it tends to decrease their ability to perform work that falls outside their area of speciality. Skill specialisation is considered in terms of four aspects:

- the field of knowledge required;
- the tools and machinery used;
- the materials worked on or with; and
the kinds of goods and services produced

3.3 Specialisation

Skill specialisation is considered in terms of four conceptual concepts:

- the field of knowledge required;
- the tools and machinery used;

- the materials worked on or with; and
- the kinds of goods and services produced.

www.ilo.org/public/english/bureau/stat/isco/docs/annex1.doc

4. Structure

The OFO structure refers to the manner in which the OFO codes are structured in terms of four groupings namely major, sub-major, minor and unit groups.

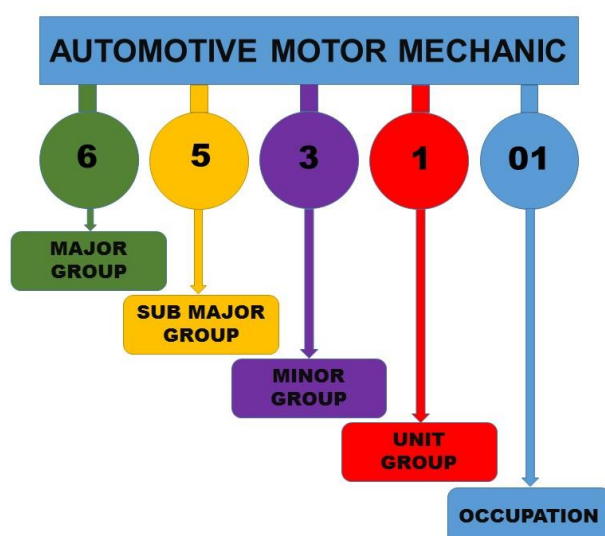
Occupations are grouped into Major (one digit), Sub Major (two digits), Minor (three digits), and Unit (four digits) groupings.

The Major Groups are primarily based on four skill levels, however in Major Group 1 (Managers) the concept of skill level is applied primarily at the second hierarchical level (i.e. Sub Major Group). All Major Groups therefore relates to one skill level only except for Major Group 1, Managers that includes occupations at ISCO - 08 skill levels 3 and 4, at Sub Major Group level of the classification.

4.1 The OFO Major Groups

- 1 Managers
- 2 Professionals
- 3 Technicians and Associate Professionals
- 4 Clerical Support Workers
- 5 Service and Sales Workers
- 6 Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers
- 7 Plant and Machine Operators and Assemblers
- 8 Elementary Occupations

4.2 Structure of the OFO Codes Using an Example



Within each Major Group occupational groups are arranged into Sub Major Groups, Minor Groups and Unit Groups primarily on the basis of aspects of skill specialisation.

Occupations (six digits) are subdivisions of the Unit Groups and are further detailed through specialisation and alternative occupation titles.

Major Groups (1 digit)- (e.g. 2017-6. Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers)

The first digit of the OFO code reflects the major group of the occupation. Major groups are the broadest level of the classification and are distinguished from each other on the basis of skill level and the broadest concept of Skill Specialization. Major groups carry a broad description of the nature of the jobs related to the specific major group as well as an overview of the related tasks.

Sub-Major Groups (2 digits)- (e.g. 2017-73. Metal, Machinery and Related Trades Workers)

The second digit in the OFO code reflects the sub-major group of the occupation. The sub-major groups are sub-divisions of major groups and are distinguished from each other on the basis of broadly stated Skill Specialization. There are **39 sub-major groups**, each containing a descriptor and tasks. In Figure above, the

second digit is 5 which indicates that the occupation forms part of the sub-major group of Metal, Machinery and Related Trades Workers.

Minor Groups (3 digits) – (e.g. 2017-653. Machinery Mechanics and Repairers)

The third digit in the OFO code reflects the minor group of the occupation. Minor groups are subdivisions of the sub-major groups and are distinguished from each other on the basis of less broadly stated Skill Specialization. There are **125 minor groups**, each containing a descriptor and tasks. In Figure above, the third digit is 3, which indicates that the occupation forms part of the minor group of Machinery Mechanics and Repairers.

Unit Groups (4 digits) – (e.g. 2017-6531 Motor Vehicle Mechanics and Repairers)

The fourth digit in the OFO codes reflects the unit group of the occupation. Unit groups are subdivisions of minor groups and are distinguished from each other on the basis of a finer degree of Skill Specialization. There are **440 unit groups**, each containing a descriptor and tasks.

In Figure above, the fourth digit is 1 which indicates that the occupation forms part of the unit group of Motor Vehicle Mechanics and Repairers.

Occupations (6 digits) – (e.g. 2017-653101 Automotive Motor Mechanic)

The last two digits in the OFO code reflects the occupation. Occupations are not part of the actual structure, but have been listed as sub-divisions of the unit groups through a consultation process. Occupations are distinguished from each other on the basis of uniqueness of the output, usually due to a specific application of skills and knowledge in a specific context.

Occupations relates to a cluster of jobs which involve the performance of a common set of tasks. There are **1507 occupations**, each containing a descriptor. In Figure above, the last two digits are 01 which indicates that the occupation is that of an Automotive Motor Mechanic.

4.3 Table showing Major Group Title Descriptors

CODE	MAJOR GROUP TITLE	MAJOR GROUP TITLE DESCRIPTORS
1	Managers	Managers plan, direct, coordinate and evaluate the overall activities of enterprises, government and other organizations, or of organizational units within them, and formulate and review their policies, laws, rules and regulations.
2	Professionals	Professionals increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these activities.
3	Technicians and Associate Professionals	Technicians and associate professionals perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.
4	Clerical Support Workers	Clerical support workers record, organise, store, compute and retrieve information related, and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information, and appointments.
5	Service and Sales Workers	Service and sales workers provide personal and protective services related to travel, housekeeping, catering, personal care, or protection against fire and unlawful acts, or demonstrate and sell goods in wholesale or retail shops and similar establishments, as well as at stalls and on markets.
6	Skilled Agricultural, Forestry, Fishery, Craft	Skilled agricultural, forestry, fishery craft and related trades workers apply specific knowledge and skills to construct and maintain buildings, form metal, erect metal structures, set machine tools, or make, fit,

CODE	MAJOR GROUP TITLE	MAJOR GROUP TITLE DESCRIPTORS
	and Related Trades Workers	maintain and repair machinery, equipment or tools, carry out printing work produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods and grow and harvest field or tree and shrub crops, breed, tend or hunt animals, produce a variety of animal husbandry products, cultivate, conserve and exploit forests and breed or catch fish.
7	Plant and Machine Operators and Assemblers	Plant and machine operators and assemblers operate and monitor industrial and agricultural machinery and equipment on the spot or by remote control, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble products from component parts according to strict specifications and procedures. The work mainly calls for experience with and an understanding of industrial and agricultural machinery and equipment as well as an ability to cope with machine-paced operations and to adapt to technological innovations.
8	Elementary Occupations	Elementary occupations involve the performance of simple and routine tasks which may require the use of hand-held tools and considerable physical effort.

Source: www.awsassets.wwf.org.za

Occupational descriptors are provided for every occupational grouping, including occupations (6th digit level). A list of the associated tasks is also provided for every occupational grouping (up to 4th digit level).

5. Skill Levels related to OFO Groups

The OFO, as a skills-based classification system, classifies occupations based on a combination of skill levels and skills specialization which makes it easy to locate the specific occupation within the framework. In the definitions,

skills have been defined as the ability to carry out duties and tasks of a specific job and skill level was described as a function of the complexity and range of tasks and duties to be performed in a job.

The two main criteria used to classify occupations are skills level and skills specialization where the concept of a skill is used in the context of competency rather than a description of a task or function. The skill level of a job is associated with the competent performance of tasks related to the job and the skill level is an attribute of the job or occupations and not of the individual. The skill level of a job can be measured by what is required to perform a set of tasks competently as required for the specific job. This include:

- Theory: level of formal education or training;
- Work experience: amount of previous experience in a related occupation; and
- Practical application: amount of on-the-job training required.

These three dimensions make it possible to compare the skill level of an occupation with the required educational level on the NQF.

Skill level was applied in the determination of the OFO structure at the highest level only and the level of formal education defined in terms of the ISCED-97 is one of the measures used. In the cases where formal education and training requirements were used a part of the measurement of the skill level of an occupation, these requirements were defined in terms of the International Standard Classification of Education (ISCED). The mapping between the ISCO skill levels and the ISCED 97 is provided in Table below.

6. Mapping between ISCO skill levels and ISCED 97

ISCO-08 Skill Level	ISCED-97 groups
4	6 - Second stage of tertiary education (leading to an advanced research qualification) 5a - First stage of tertiary education, 1st degree (medium duration)
3	5b - First stage of tertiary education (short or medium duration)
2	4 - Post-secondary, non-tertiary education 3 - Upper secondary level of education 2 - Lower secondary level of education
1	1 - Primary level of education

Source: www.ilo.org

Descriptions of the different skills levels provide clarity of the boundaries between the levels.

Skill Level 1

Occupations at Skill Level 1 typically require the performance of simple and routine physical or manual tasks. They may require the use of hand-held tools, such as shovels, or of simple electrical equipment, such as vacuum cleaners. Skill level 1 generally involve tasks such as cleaning, digging, lifting and carrying materials by hand, sorting, storing or assembling goods by hand. These tasks could be in the context of mechanised operations such as operating non-motorised vehicles. Many occupations at Skill Level 1 may require physical strength and/or endurance. For some jobs basic skills in literacy and numeracy may be required. If required, these skills would not be a major part of the job. For competent performance in some occupations at Skill Level 1, completion of primary education or the first stage of basic education (ISCED Level 1) may be essential. A short period of on-the-job training may be required for some jobs.

Skill Level 2

Occupations at Skill Level 2 typically involve the performance of tasks such as operating machinery and electronic equipment; driving vehicles; maintenance and repair of electrical and mechanical equipment; and manipulation, ordering and storage of information. Many occupations at this skill level require relatively advanced literacy and numeracy skills and good interpersonal communication skills. For almost all occupations the ability to read information such as safety instructions, to make written records of work completed, and to accurately perform simple arithmetical calculations are essential. In some occupations these skills are required for a major part of the work. Many occupations at this skill level require a high level of manual dexterity. The knowledge and skills required for competent performance in all occupations at Skill Level 2 are generally obtained through completion of the first stage of secondary education (ISCED Level 2). Some occupations require the completion of the second stage of secondary education (ISCED Level 3), which may include a significant component of specialised vocational education and on-the-job training. Some occupations require completion of vocation specific education undertaken after completion of secondary education (ISCED Level 4). In some cases, experience and on the job training may substitute for the formal education.

Skill Level 3

Occupations at Skill Level 3 typically involve the performance of complex technical and practical tasks which require an extensive body of factual, technical and procedural knowledge in a specialised field. Occupations at this skill level generally require a high level of literacy and numeracy and well developed interpersonal communication skills. These skills may include the ability to understand complex written material, prepare factual reports, and to communicate with people who are distressed. The knowledge and skills required at Skill Level 3 are usually obtained as the result of study at a higher educational institution following completion of secondary education for a period of 1 – 3 years (ISCED Level 5b). In some cases, extensive relevant

work experience and prolonged on-the-job training may substitute formal education.

Skill Level 4

Occupations at Skill Level 4 typically involve the performance of tasks which require complex problem-solving and decision-making abilities based on an extensive body of theoretical and factual knowledge in a specialised field. The tasks performed typically include analysis and research to extend the body of human knowledge in a particular field, diagnosis and treatment of disease, imparting knowledge to others, design of structures or machinery and of processes for construction and production. Occupations at this skill level generally require extended levels of literacy and numeracy, sometimes at a very high level, and excellent interpersonal communication skills. These skills generally include the ability to understand complex written material and communicate complex ideas in media such as books, reports and oral presentations. The knowledge and skills required at Skill Level 4 are usually obtained as the result of study at a higher educational institution for a period of 3 – 6 years leading to the award of a first degree or higher qualification (ISCED Level 5a or higher). In some cases, experience and on the job training may substitute formal education. In many cases appropriate formal qualifications are an essential requirement for entry into the occupation.

The OFO Major Groups and the four skills levels are mapped in the below Table, indicating which skill level is applicable to the what major groups.

7. Table showing Mapping of the skills levels to the OFO major groups

MAJOR GROUPS	SKILLS LEVEL
1 – Managers, Senior Officials and Legislators	3 + 4
2 – Professionals	4
3 – Technicians and Associate Professionals	3
4 – Clerks	2
5 – Service and Sales Workers	
6 – Skilled Agricultural, Craft and Related Trade workers	
7 – Plant & machine operators, and assemblers	
8 – Elementary occupations	1
0 – Military occupations	1 + 4

Source: adapted from www.ilo.org

8. Figure below provides an indicative comparison between the skill level of occupational groups to the National Qualifications Framework as well as with the entry, intermediate and advanced levels referred to in the National Skills Development Strategy.

NSDS	NQF Level	Skill Level	OFO Major Groups
HIGH	10 ↑ 7	4	2 Professionals
INTERMEDIATE	6	3	3 Technicians and Associate Professionals
	5	2	4 Clerical Support Workers
	4		
3		5 Service and Sales Workers	
ENTRY	2	1	6 Skilled Agricultural, Forestry, Fishery, Craft & Related Trades Workers
	1		
			8 Elementary Occupations

9. Occupational Learning System

The Occupational Learning System recommends a method to skills development that emphasizes job-focused and occupationally-directed learning. Its development and implementation are the responsibility of the Quality Council for Trades and Occupations (QCTO), and is guided by the OFO and enabled through the OQF.

The Occupational Qualifications Framework provides guidelines for the development of occupationally directed curricula that meet the job-related skills requirements for occupations in the OFO. The OQF defines three curriculum components for occupationally directed qualifications, namely:

- a knowledge component (what one needs to know to do the job effectively);
- a practical component (translating the knowledge into work practices); and
- a work experience component (an integration of knowing and doing in an authentic workplace).

These curriculum components are developed relative to the occupation descriptors and tasks as defined in the OFO

9.2 Technician and Trades

Technicians and artisans are two different groups of occupations. Although they are interrelated and often referred to as being synonymous in job title naming conventions, it is important to understand the use of these two occupations for the purposes of the OFO codes.

Often the word “Technician” is used in a job title to refer to someone who is responsible for repairs or activities of a technical nature, for example “Street Light Technician”. However, this does not mean that they are a Technician on the OFO (Major Group 3). A Street Light Technician is most likely an Electrician, who is an Artisan (Major Group 6).

Irrespective of the designation provided by the employer to a specific position, it is necessary to determine the duties and responsibilities of a position before it can be classified as an “Engineer” or a “Technician”. Although the qualification requirements are important when distinguishing between technicians and artisans, it is not taken into consideration when considering the OFO code. Technicians play a support role in professions such as engineering. Experienced Technicians typically have an intermediate understanding of theory and expert proficiency in certain techniques. Technicians are skilled workers that work with complex systems or perform highly technical mechanical or problem-solving tests. The work performed by a Technician also typically forms part of a bigger production or service delivery process. They work in a variety of fields, and the designation of “Technician” is usually included in their job title such as “Engineering Technician”. Depending on the field, Technicians may work independently or under the supervision of a Professional.

The National Artisan Moderation Body (NAMB) identifies occupations to be listed as “Trades” by taking three aspects into consideration. The first aspect

is that NAMB determines a definition and then secondly applies it to different criteria. The third aspect is that NAMB also considers the route to achieve artisan status. NAMB defines a trade as an occupation where a qualified person applies a high level of practical skills supported by and re-enforced by supporting and practical knowledge. The criteria identified indicates that trades –

- manufacture, produce, service, install or maintain tangible goods, products or equipment in an engineering and/or technical work environment;
- use tools and equipment to perform of his duties;
- measure and do fault finding on process, manufacturing, production and/or technical machinery and equipment to apply corrective or repair actions;
- apply and adhere to all relevant health, safety and environmental legislation; and
- have accumulative learning periods covering knowledge, practical and workplace learning that is equivalent to three or more years.

The route to achieve artisan status includes features such as:

- a structured learning programme of knowledge, practical and work experience;
- a structured learning programme that must be successfully completed before a final assessment is attempted; and
- a final external summative assessment that must be passed and is known as a trade test.

10.OFO CODES IN RELATION TO OCCUPATIONAL QUALIFICATION DEVELOPMENT

After the 2007 review of the NQF, the Occupational Learning System has been proposed as an occupationally-directed approach to skills development. Certificates and qualifications are developed relative to the occupational groups contained in the OFO. The development and assessment of

qualifications are directed by the Occupational Qualifications Framework (OQF) which outlines detailed curriculum requirements for occupationally-directed learning. The intention of the occupationally-directed learning approach was to move away from the generic nature of learning fields towards particular skills development requirements for certain occupations. The Occupational Learning System (OLS) is the responsibility of the Quality Council for Trade and Occupations (QCTO). The successful application of the OLS requires a clear framework of occupations. In this regard, the OFO is essential to categorise jobs in all economic and service sectors with clear associated descriptors and tasks within each occupational grouping.

The QCTO is responsible for the development and quality assurance of fit-for-purpose occupational qualifications and unit standards as required by the labour market for work and employment purposes. The purpose of occupational qualifications is the improvement of occupation-specific knowledge, skills and competencies that could contribute to increased productivity and employment rates. It is also important to acknowledge that not all occupations have a direct link to a qualification. In developing the system for monitoring skills imbalances in the Australian labour market, the National Institute for Labour Studies (2013) used the term “high use” to refer to occupations where there is a high proportion of incumbents in the occupation that have a certain qualification and/or a high proportion of graduates from a certain qualification that enter a given occupation. It stands to reason that some occupations will have a “higher use” than others with many occupations having a nebulous learning/career pathway. Based on this factor, there is often confusion when course developers attempt to “force” a qualification to match an OFO code. While there is value in aligning qualifications to occupations, it is not a one-to-one relationship and should therefore be given a fair amount of latitude. Occupations in the OFO are defined by what employees actually *do* and not by their *qualifications*. Employers should therefore not attempt to match an incumbent’s qualification to the OFO, but rather align their responsibilities (i.e. job-related tasks and activities) to it.

When mapping jobs to the OFO, an occupation is defined by what the post DOES not what the incumbent is QUALIFIED in.

11. ALIGNING THE OFO TO ISCO–08

11.1 Basic Principles and Processes

An attempt was made to keep the OFO version 9 structure and simply ensure that all Unit groups of ISCO – 08 are reflected. This however was not possible because of the mismatch of the descriptors and tasks at Major, Sub Major and Minor Groups of the OFO version 9 with the Unit Group descriptors and tasks of ISCO – 08.

It was then decided to use the ISCO–08 structure at Sub Major, Minor and Unit Group levels and allocate the OFO version 9 occupations to the related new Unit Groups but to keep to 8 Major Groups (as per the OFO version 9) instead of 10 (as per ISCO - 08) as to not affect the IT database structures of users of the OFO.

In order to achieve the above, Major Groups 6 (Skilled Agricultural, Forestry and Fishery Workers) and 7 (Craft and Related Trades Workers) of ISCO - 08 were combined and one additional Minor Group and seven Unit Groups were added to include Armed Forces occupations reflected in Major Group 0 of ISCO - 08.

The allocation of occupations to the new structure was informed by similarity of output of the occupations related to the unit group definitions and suggested examples supplied by ISCO–08.

12 ENHANCEMENTS TO THE OFO

During the 2012 updating process it was decided to reflect “green occupations” and “listed trades” on the OFO.

During the 2013 updating process it was decided to also reflect occupations requiring additional “critical green skills”

In order to assist in career guidance all Unit Groups were linked to the most appropriate Classification of Subject Matters (CESM) code. Related Unit Groups across and within the eight (8) Major Groups of the OFO has also been linked.

12.1 Green Occupations

The political will to move towards a green economy and the associated job creation will be accompanied by new and changing skills demands. These demands will be two dimensional as it will require not only new green occupations (reflected as “scarce skills”) but also new skill sets (reflected as “critical skills”) in existing occupations.

As the OFO is used to collect and reflect labour market information on skills needs, it has been agreed to identify and reflect “green occupations” on the OFO 2012 to enable SETAs to better reflect skills demands in support of a green economy in their future Sector Skills Plan updates.

Based on the national and international research the following definition was applied to identify and reflect occupations as “green“ on the OFO 2012 and 2013:

Green occupations have as their direct purpose the nationally identified priorities and initiatives of reducing negative environmental impact and contribute sustainably to environmental, economical and social sensitive enterprises and economies. This includes occupations with descriptors that directly reflect and contribute to the maintenance of processes related to national initiatives to:

- *Develop and adopt renewable sources of energy*
- *Reduce consumption of energy, fossil fuels and raw materials*
- *Enhance energy and resource efficiency*
- *Reduce greenhouse gas emissions*
- *Decrease waste and pollution*
- *Recycle materials*
- *Prevent the loss of biodiversity and restore ecosystems*

The starting point in identifying the green occupations was the work done in America based on the American Standard Classification of Occupations and

reflected on O*NET. Ninety three (93) occupations were identified as “green” of which 14 were additional occupations that had to be added Green occupations can be recognised by the □ symbol on the OFO.

During the 2013 updating process one (1) additional occupation and two (2) specialisations were added to the list of “green occupations”, bringing the total to 96.

12.2 Occupations Requiring Additional “Critical Green Skills”

During the 2013 updating process attention was given to the identification of occupations that do not meet the requirements as “green occupations”, but nevertheless requires additional or changed skills sets to maintain its relevance in a green economy.

Based on the national and international research the following definition was applied to identify and reflect occupations requiring additional “Critical Green Skills” on the OFO 2013:

Occupations requiring additional “Critical Green Skills” are those that require a shift in its focus to contribute to processes, systems and activities related to the :

- *Development and adoption of renewable sources of energy*
- *Reduction of consumption of energy, fossil fuels and raw materials*
- *Enhancing energy and resource efficiency*
- *Reducing greenhouse gas emissions*
- *Decreasing of waste and pollution*
- *Recycling of materials*
- *Preventing the loss of biodiversity and restore ecosystems*

It must be highlighted that people in most occupations would require a certain amount of “green mindedness” to enhance a green economy. This however does not necessarily affect the attributes or construction of the occupation itself and can therefore not be reflected on the OFO as occupations with Critical Green Skills. The focus on a green economy might result in a demand for occupations that do not fit the Green Occupation definition, nor the criteria for requiring Critical Green

Skills. For example more Train Drivers might be required because of the upgrading of the railway system to save overall fuel consumption, but the occupation Train Driver is neither a “Green Occupation”, nor do they require Critical Green Skills. These occupations are not reflected on the OFO as requiring “Critical Green Skills”.

The starting point in identifying occupations with Critical Green Skills was the work done in America based on the American Standard Classification of Occupations and reflected on O*NET. As a result of the research 51 occupations and 17 specialisations were identified as requiring “Critical Green Skills” and can be recognised by the □ symbol on the OFO.

13 Career Guidance

13.1 Linking of CESM Codes

CESM is a Higher Education Subject Classification System that works in a similar way as the OFO. There are 20 Educational Fields (denoted by two digits), each subdivided into a number of sub-fields (a total of 239 denoted by four digits), each subdivided into subjects (denoted by six digits).

In order to assist in career guidance all Unit Groups (four digits) were linked to the most appropriate CESM code at two (2) digits (where the overlap is too big) or four (4) digits.

This can direct learners and Career Councillors in obtaining more information on the underpinning knowledge areas for groups of occupations.

The CESM codes and associated Educational Fields are outlined below.

CESM CODE	CESM FIELD
CESM 01:	Agriculture, Agricultural Operations and Related Sciences
CESM 02:	Architecture and the Built Environment
CESM 03:	Visual and Performing Arts
CESM 04:	Business, Economics and Management Studies
CESM 05:	Communication, Journalism and Related Studies
CESM 06:	Computer and Information Sciences
CESM 07:	Education
CESM 08:	Engineering
CESM 09:	Health Professions and Related Clinical Sciences
CESM 10:	Family Ecology and Consumer Sciences
CESM 11:	Languages, Linguistics and Literature
CESM 12:	Law
CESM 13:	Life Sciences
CESM 14:	Physical Sciences
CESM 15:	Mathematics and Statistics
CESM 16:	Military Sciences
CESM 17:	Philosophy, Religion and Theology
CESM 18:	Psychology
CESM 19:	Public Management and Services
CESM 20:	Social Sciences

13.2 Linking Related Unit Groups

Based on current structures used in career guidance, 9 Occupational Clusters (denoted by two digits) with associated Occupational Fields (denoted by four digits) were identified. The Occupational Clusters and Occupational Fields were determined based on a combination of interest, aptitude and associated field of study.

In order to assist in career guidance, each OFO Unit Group (except those ending on a 9, i.e. not elsewhere classified) was linked to one of the occupational clusters to provide an overview of similar related occupations across the structure of the OFO.

The occupational clusters and occupational fields are outlined below:

OCCUPATIONAL CLUSTERS AND OCCUPATIONAL FIELDS

01 Business Administration, Information Services, Human Resources and Teaching Related Occupations

- 0101 General and Business Administration Related Occupations
- 0102 Information Related Occupations
- 0103 Human Resources Related Occupations
- 0104 Teaching Related Occupations

02 Finance, Insurance, Sales, Marketing, Retail and Logistics Related Occupations

- 0201 Accounting Related Occupations
- 0202 Financial, Investment and Insurance Related Occupations
- 0203 Retail and Logistics Related Occupations
- 0204 Sales and Marketing Related Occupations
- 0205 Media Related Occupations

03 Accommodation, Food Preparation and Cleaning Services Related Occupations

- 0301 Food Preparation Related Occupations
- 0302 Event and Accommodation Related Occupations
- 0303 Cleaning Related Occupations

04 Farming, Forestry, Nature Conservation, Environment and Related Science Related Occupations

- 0401 Environmental and Environmental Sciences Related

Occupations

- 0402 Plant and Crop Farming Related Occupations
- 0403 Animal and Livestock Related Occupations
- 0404 Mixed Livestock and Crop Farming Related Occupations
- 0405 Nursery, Forestry and Agricultural Produce Related Occupations

05 Medical, Social, Welfare, Sports and Personal Care Related Occupations

- 0501 Medical Practitioners
- 0502 Diagnostic and Health Promotion Related Occupations
- 0503 Midwifery, Nursing and Medical Support Related Occupations
- 0504 Health Therapy Related Occupations
- 0505 Laboratory, Medical Technical and Life Sciences Related Occupations
- 0506 Social, Social sciences and Welfare Related Occupations
- 0507 Personal Care, Beauty and Funeral Related Occupations
- 0508 Sport Related Occupations

06 Security and Law Related Occupations

- 0601 Security and Defence Related Occupations
- 0602 Law Related Occupations

07 Arts, Design, Installation, Maintenance and Construction Related Occupations

- 0701 ICT Related Occupations
- 0702 Electrical, Electromechanical, Electronic, Instrumentation and Telecommunications Related Occupations
- 0703 Mechanical Related Occupations
- 0704 Panel Beaters and Body Builders
- 0705 Architecture, Building, Construction, Surveying and Civil Engineering Related Occupations
- 0706 Tooling and Instrument Making Related Occupations
- 0707 Visual and Performing Arts Related Occupations

0708 Design and Decorating Related Occupations

08 Production and Processing Related Occupations

0801 General Production, Processing and Engineering Related Occupations

0802 Metal and Precious Metal Production and Processing Related Occupations

0803 Plastics, Rubber, Concrete Glass and Stone Production and Processing Related Occupations

0804 Textile, Apparel and Furnishing Production and Processing Related Occupations

0805 Chemical, Gas, Food and Beverages Production and Processing Related Occupations

0806 Wood Fabrication, Production and Processing Related Occupations

0807 Printing Related Occupations

0808 Demolition, Extraction, Mining, Metallurgical and Materials Related Occupations

0809 Miscellaneous Production, Fabrication, Assembly and Stationary Plant Operating Related Occupations

9 Transportation and Mobile Plant Operating Related Occupations

0901 Air and Water Transportation Related Occupations

0902 Rail and Road Transportation Related Occupations

0903 Miscellaneous Mobile Plant Operating Related Occupations

14 THE USE OF THE OFO FOR SKILLS PLANNING

The purpose and benefits of the OFO codes have been explained in detail, but in order to understand the OFO Codes in relation to skills planning, it is necessary to explore the benefits thereof. There are at least four major benefits that the OFO directly adds to skills planning. These benefits are highlighted below.

14.1 Provide information for Sector Skills Plans

It is a requirement for SETAs to use the OFO in the submission of their 5 Year Sector Skills Plans and Annual Updates. Critical and scarce skills are addressed in the SSPs and it is necessary to track skills scarcity on the basis of demand, i.e. how many people are needed to fill jobs and occupations for work and sector operational and productive performance is essential. Tracking how the scarcity is manifested in a sub-sector, sector and across sectors is essential to inform strategies to reduce the scarcity and attain equilibrium in the labour market between demand and supply.

14.2 Assist with the identification of critical and scarce skills

The Scarce and Critical Skills reporting format has enabled the identification and annual publication by the DHET of a national scarce and critical skills list. This List has also informed the identification of scarce and priority skills targets in engineering for JIPSA. Employers can use the information to broaden the indicators and drivers of scarce skills that they take into account when developing the annual WSPs. Research done at SETA level has identified a number of common drivers and strategies to address scarcity:

- *Drivers:* Equity considerations, movement out of the sector, retirement
- *Indicators:* High vacancy rates, high replacement rates
- *Strategies:* Bursaries, learnerships, apprenticeships, skills programmes, ISOE and VCET College engagement

14.3 Identification of common skills development needs

Information at occupational level assist SETAs to identify common skills development needs and interventions. Struggling employers benefit from such initiatives especially when interventions are rolled out from the LGSETA targeting occupational qualifications.

14.4 Use of information by the employers

The OFO provides clear definitions and descriptions of jobs as well as the skills needed for an employee to perform optimally. This in turn informs the compilation of WSPs. The OFO further assists employers to communicate with each other in a common language during the rolling out of WSPs. Employers, especially those in rural areas, can then assist each other in the sharing of service providers for education and training programmes.

Purpose of OFO

The purpose for using the OFO across the SETAs and the Department is to ensure consistency in reporting and monitoring in order that trends can be identified and aggregated across economic sectors. The information so collected will enable the Department of Higher Education & Training to develop the National Guide on occupational or employment trends as per the NSDS “Goal 1: Establishing a credible institutional mechanism for skills planning. This also provides SETAs with the opportunity to develop strategies jointly across their sub-sectors and with other economic sectors facing similar skills shortages (scarce and/or critical).

The value of using the OFO for industry is the following:

- Job titles are more consistent and specific to the output of a post. The profiles developed for occupations could be used to inform post profiles and job descriptions.

- The curricula and assessment specifications developed for occupations could inform performance assessment processes as a benchmark.
- Labour market consistency in naming convention when advertising vacancies.
- Ease of generating legislated reports.
- Link to Occupational Qualifications.
 - Occupational tasks form the starting point for occupational qualification development and assessment.
 - Competence or workplace output is linked to specific tasks, for which curriculum components and standards are being developed.
- Occupational pathways, developed by the QCTO could be used to inform career management of occupational groupings in the workplace.

15 HOW TO USE THE OFO

15.1 Mapping Job Titles to Occupations to the OFO

The accuracy with which organisations articulate and relate their structure to the occupations on the framework is vital for the successful management of skills development within a specific sector. It is important that organisations interrogate previous mapping processes by using the mapping table which relates previous mapping exercises to the latest version of the OFO 2012 to increase the accuracy thereof.

The mapping table that relates the OFO version 10 to the OFO 2012 can be used by finding the corresponding number of the previous version of the framework with the latest version. Vlookup in excel is the best tool to use for this purpose.

15.2 Clustering Tasks and Knowledge

The starting point for developing and understanding the Organising Framework for Occupations is the identification of similar outputs. These “outputs” are embedded in “job descriptions” and not in job titles.

SETAs and employers tend to try and identify the appropriate occupation listed on the OFO by similarity of the job title that is used by the particular employer or in that sector / sub-sector. Finding the appropriate occupation on the OFO always begins by finding the appropriate set of tasks linked to the description of the occupation – not similarity with the title. The output or unique contribution the job makes in the world of work thus drives the identification of occupations on the OFO, not job title.

An individual occupation on the OFO is identified by finding its appropriate code through an examination of:

- Its descriptor
- Where it appears in the OFO (unit group, minor, sub-major and major groups)
- Tasks which are described at unit group level
- Similarity in terms of knowledge base
- Alternate titles and specialisations linked to it

Experience has shown that the reasons for mapping jobs to wrong occupations or not finding a matching occupation is that not all job titles are reflected on the framework as an occupation, alternative title or specialisation. It is therefore important to interpret the appropriate match in terms of similarity of the criteria mentioned above.

15.3 Defining the unique contribution a job makes in the workplace

Outputs should be defined by identifying the unique contribution a job makes to a work context.

This “contribution” is based on asking the following questions:

1. What is it that people will ask you for?
 - What are the unique objects or services you provide?
2. What do you keep yourself busy with?
 - What are the most important or critical activities you are involved in?
3. What is the unique contribution you make to the place of work?

- How do you convert inputs into products or services?
- What value do you add to the objects that form part of your work OR what is the unique value of the service you provide to your customers?

The output of these statements can then be combined into a sentence and compared to inform occupational descriptors and tasks on the OFO.

A new/additional occupation or specialisation related to an occupation would only be considered if outputs are uniquely different (not only different levels of complexity of the same occupation). This process of adding or changing occupations on the OFO should be referred to the relevant SETA.

15.3 Mapping Jobs to Occupations on the OFO

The greatest challenge in mapping an organisation's job titles to the OFO is identifying related outputs. The following are guidelines, aimed at helping employer's find the most appropriate occupation that matches their job outputs.

15.3.1 Role of SETAs

This guide is part of the SETA's support and aimed at assisting employers to articulate their post structure (organogram) in respect of occupations on the OFO. SETAs must do the actual mapping for their member organisations to assist employers to find appropriate occupations.

SETA will only be able to deliver against the objectives of NSDS in terms of occupational qualifications if they direct their reports to defining reports and their business in terms of occupations. The OFO and reporting in terms of the OFO is thus pivotal for SETA performance.

The following paragraph under paragraph 5.1 of the NSDS obliges SETAs to articulate all their actions in terms of occupations: "SETAs must ensure that there is strong employer leadership and ownership of sector skills activities and be able to articulate the collective skills needs of their stakeholders/members to the highest standard. Together with the stakeholders and other partners, they are responsible for the monitoring and managing of occupational standards to make sure that provision of training, including the qualifications gained, meet sector, cross-sector and occupational needs."

15.3.2 Role of Employers

Employers are to cluster post titles in job titles that can then be mapped to occupations on the OFO. New post titles generated in the organisation should be linked to occupations when they are created. The OFO could be used to guide the naming convention for job and post titles. A starting point for this naming convention must always be the descriptor of the occupations on the OFO.

Such alignment to the OFO will not only curb the confusion in industry caused by similar job titles referring to completely different outputs, it will also ensure better alignment of learning to workplace needs as the Quality Council for Trades and Occupations will direct all future qualification development (reference QCTO media statement on its role in November 2011 – document attached) to occupations listed on the OFO.

15.3.3 Sources Available

Three sources are available to view and use the OFO:

1. A set of tables, available in Excel, which should be used to update the HR systems of an organisations and SETAs.
2. A searchable PDF document that should be available on all SETA websites as well as the DHET website.

It is advised that the HR system of organisations be updated with the latest version of the OFO to ensure the future titles generated are updated.

The search utility should be used to identify the occupations in an organisation. An initial exercise to try and find specific occupations on the system is advisable to introduce and orientate people to the available occupations and specifically the thinking required to identify the most applicable occupation.

15.3.4 Refine organisation's job titles list to map to the OFO

15.3.5 Simplify, using generic titles

Compile a list of all the job titles in the organisation.

- Remove all abbreviations and acronyms like CEO, COO OH&S.
- Remove all indicators of seniority such as chief, senior, junior, only if the indicator would not have a bearing on the occupation that the job relates to. Example: If Senior Accountant relates to a management position the “Senior” should not be removed as removal would lead to the job being associated with an occupation in the Professional Major Group.
- Remove all appointment levels relating to grade or level of employment (Grade 1, Level 1, etc) – same principle as above applies – only remove appointment level if the level does not influence the occupation mapping.

This will reduce the list of titles that need to be mapped to the OFO. Simplifying the list will ensure that there is consistency when you map job titles to occupations and occupational codes in your organisation. In general, employers find that simplifying the job title list in this way reduces the list of titles that need to be mapped to the OFO by up to 70%.

Example: A senior surveyor, junior surveyor and assistant surveyor all could relate to the occupation 216502 – Surveyor. Ultimately you need to have a table that links every post to an OFO code to be able to report in your WSP on race, gender and age related to the occupations in your organisation.

Job Title	Generic Job Title	OFO Occupation	OFO Code
Senior Surveyor	Mine Surveyor	Surveyor	216502
Junior Surveyor	Mine Surveyor	Surveyor	216502
Surveyor Assistant	Geological Survey Field Assistant	Surveyor's Assistant	831310

Use of foreman, team leader and supervisor titles – supervisor, foreman and team leader are regarded as job levels within the occupation the person is responsible for leading or supervising. Industry requires supervisors and team leaders to direct the activities of people in particular jobs or contexts. For the purposes of OFO mapping, supervisors, team leaders and foreman are mapped against the occupation and the supervising or team leading tasks and responsibilities are regarded as critical skills for the performance of that job and can be listed as such in WSP and ATR reporting formats.

Exception: The OFO has a Minor Group for Mining, Manufacturing and Construction Supervisors – Minor Group 312. This allows supervision in the production and operation related occupations to be mapped to Major Group 3 –Technicians and Associate Professionals.

Example: Mine Operations Foreman and Shift Foreman should thus be mapped to 312101: Production / Operations Supervisor (Mining), but a Supervisor HR Clerk should be mapped to 441601: Human Resources Clerk - under Critical Skills either Supervisory or Team Leading could be listed if the specific specialisation needs to be identified.

15.3.6 Match titles using application contexts

In order to appropriately map context or output specific jobs in your organization against OFO occupation titles, you will need to do a deeper analysis. For some of the job titles you will need to examine the job purpose statement (job output descriptor).

Example: There are three Business Analysts on the OFO. You need to know what the specific output of the Business Analyst in your organisation is in order to determine the most accurate map.

Generic Job Title	Job Purpose / Output	OFO Descriptor	OFO Occupation	OFO Code
Business Analyst	To develop strategic financial analyses to enhance business planning and revenue / income	Develops and implements financial plans for individuals and organisations, and advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate.	Financial Investment Advisor	241301
Business Analyst	To analyse and develop ICT system requirements to enable and enhance business / organizational performance	Evaluates processes and methods used in existing ICT systems, proposes modifications, additional system components or new systems to meet user needs as expressed in specifications and other documentation.	ICT Systems Analyst	251101

15.3.7 Match titles using occupation descriptors

Read the Occupation Descriptor. Titles are not comprehensive enough to accurately indicate job outputs or purpose in the workplace. The majority of occupations on the OFO have a descriptor that describes the occupation's output in more detail. If the descriptor associated with an occupation title does not relate to the output of the job title in your organisation then a more appropriate occupation title must be identified by mapping the job output / purpose statement to the appropriate descriptor.

Example: Ventilation officer could relate to more than one occupation, depending on the descriptor, not title. Some mines would relate a ventilation officer to health and safety occupations, other relate it to technicians, and yet others to engineers responsible for designing ventilation systems. The title is thus not operative; the descriptor defining the output rather informs the mapping process. Read the Occupation Descriptor – titles are not comprehensive enough to accurately indicate job outputs or purpose in the workplace. The majority of occupations on the OFO have a descriptor that describes the occupation's output in more detail. If the descriptor associated with an occupation title does not relate to the output of the job title in your organisation then a more appropriate occupation title must be identified by mapping the job output / purpose statement to the appropriate descriptor.

Summary: Tips to improve search effectiveness

The following technical aspects must be kept in mind in the mapping process:

- Check your spelling – The spelling of words often differs from the spelling on the OFO. Chances are that the job you look for is on the OFO, but you are using one word, instead of two, or vice versa – remember abbreviations and acronyms are discouraged.

Example: Industry spells Platelayer as one word, but on the OFO it is two words (Plate Layer) under 651202 – Welder.

- Use the smallest specific definer of the job (shortest word) in your search specification. The focus of the job should be used to find the relevant occupation. Rather have three or four investigators to choose from, based on their descriptors.

Example: If you need to find the code for an assistant accountant you need to search for an accountant, if you search for an assistant you will find a clerical worker, not professional.

- The 8 Major Groups are clustered in terms of OUTPUT, not qualifications or salary.
- Relate jobs to occupation in terms of OUTPUT, not title (ventilation officer – ask what is OUTPUT, health & safety, installing ventilation system or

designing them? The output would relate to either health & safety officer, ventilation technician or engineer related occupation)

- Team leaders, etc are linked to the occupation they are leading
 - Exception: Manufacturing, Processing & Mining
 - Supervisors are regarded as managers
 - Shift Boss thus not line occupation, but Production / Operations Supervisor (Mining)
- Paterson Grading only used to distinguish between line related occupations & management
 - Senior Surveyor: D & above = Resources Manager (Major Group 1), C & lower Surveyor (Major Group 2)
 - Managers' primary function is managing people & processes, secondary line function
- Occupations are linked to POSTS, not employees or their qualifications (ie, a post where person has masters degree in engineering, but the output is to manage the section occupation is management related Major Group 1, not engineering related Major Group 2)
- When a suitable occupation cannot be identified the next level of the OFO should at least be indicated (see process described in next section). If no match could be found at all the major Group must at least be selected.
- All posts related to learning should be mapped to code 9 – Learners.

Please do not print the Excel Spreadsheets containing the OFO documents; we need to save on the amount of paper we use.

15.3.8 What to do if you can't find a suitable occupation

It might happen that you do not find a suitable occupation to map a specific job title to when you do a word search. In such instances you need to use the structure of the OFO to guide you to the most appropriate occupation.

Example: Let's assume you need to map an Analytical Controller to the OFO.

1. Start with finding a descriptor, else you will get lost in the detail:

Descriptor of Analytical Controller: Analyze organic and inorganic compounds to determine chemical and physical properties, composition,

structure, relationships, and reactions, utilizing chromatography, spectroscopy, and spectrophotometry techniques.

2. Now start at the top of the OFO – which of the 8 Major Group descriptors best represent the stated descriptor?

Group 2: Professionals: - Professionals increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these activities.

3. Next you need to ask which Sub Major group (there are 6, code 21 to 26) best represent the descriptor Sub Major Group 21 - Physical, mathematical and engineering science professionals conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to fields such as physics, astronomy, meteorology, chemistry, geophysics, geology, mathematics, statistics, computing, architecture, engineering, and technology.
4. Now you need to find the Minor Group (there are 6, code 211 to 216) that best represents the descriptor Minor Group 211 - Physical and earth science professionals conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to physics, astronomy, meteorology, chemistry, geology and geophysics.
5. The next question is which Unit Group (there are 4, code 2111 to 2114 and 2113 is the most suitable Unit Group 2113 - Chemists conduct research, improve or develop concepts, theories and operational methods, or apply scientific knowledge relating to chemistry, to develop new knowledge or products and for quality and process control.
6. Now for the occupation: There is 1, codes 211301, Chemist: Studies the chemical and physical properties of substances, and develops and monitors chemical processes and production.

16 PROCESS AND FORMAT FOR CHANGES TO THE OFO

16.1 Process for OFO Updates

It is important to note that the OFO will be updated bi-annually to reflect changes and/or additions identified by SETAs and included in the SSPs or annual updates with regards to new Occupations or additional Alternative Titles or Specialisations. Any changes to information submitted by SETAs will be shared and communicated to all SETAs as part of the DHET's evaluation process so that SETAs are able to adapt their records accordingly.

Updates to the OFO have been problematic due to the constant contradicting requests by stakeholders to change the structure of the OFO. Using ISCO – 08 as the standardised structure eliminates the necessity to make judgement decisions leading to inconsistencies and duplications. It will also make future updates to the OFO less cumbersome. Updates will thus only include the addition or moving of occupations and alternative titles or specialisations with clear reference to the tasks, descriptors and examples supplied by ISCO–08.

SETAs are expected to liaise with their constituencies on a regular basis to ensure they are kept up to date with the workplace needs required to deliver outputs. The required output needs and how it relates to occupations forms the cornerstone of updating the OFO.

The Department of Higher Education has instituted a standard process and format for SETAs to recommend amendments to the OFO on a bi-annual basis. Occupations flagged as trades are being administered by National Artisan Moderation Body (NAMB). The administration process is sanctioned by Government Gazette – please refer to the Gazette: SKILLS DEVELOPMENT ACT, 1998 LISTING OF OCCUPATIONS AS TRADES FOR WHICH ARTISAN QUALIFICATIONS ARE REQUIRED for more details. All requests or suggestions for changes to occupations with a indicator (list of occupations also in mentioned Gazette) must be forwarded to DHET, via the relevant SETA. SETAs receiving such application need to forward them to NAMB for ratification before changes will be incorporated in the OFO. The same template for changes to occupations must be used for trade suggested changes.

16.2 ONLINE PORTAL FOR SUBMITTING OFO REQUESTS

16.21 Login

The screenshot shows the 'OFO Register' login page. At the top right is the logo for 'higher education & training' and 'Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA'. Below the logo is a navigation bar with links: Home, Log In, About, Contact Us. The main heading is 'Login'. Below this, there is a text prompt: 'Please enter your E-mail and the Password. If you are not a registered user yet, please contact the OFO register administrator for assistance.' A login form is displayed with a 'Please provide login details' header. It contains an 'E-mail Address:' field, a 'Password:' field, a 'Show Password?' checkbox, and a 'Login' button. Below the form, there is a link: 'If you have registered already but forgot your password. Please [Click here](#)'.

Supply the email address and password as per registration email that came in with the registration details. Toggle the show password option to mask and unmask the password to be sure if the correct password is being keyed in. Click the Login button and the system will login the user and display the following screen.

- If you are a SETA user and your SETA haven't captured the linkages between the SIC Codes and the Occupations:

The screenshot shows the 'OFO Register' dashboard for a SETA user. At the top right is the logo for 'higher education & training' and 'Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA'. Below the logo is a navigation bar with links: Home, Data, Reports, Administration, About, Contact Us, Log Off. The main heading is 'Welcome to OFO Register'. Below this, there is a text prompt: 'There are [70] SICs that are linked to your SETA that have no occupations linked to them. To correct this issue click [here](#) or select Data from the main menu, then select the SIC OFO Link sub menu item.'

- If you are a DHET Staff member:

The screenshot shows the 'OFO Register' dashboard for a DHET Staff member. At the top right is the logo for 'higher education & training' and 'Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA'. Below the logo is a navigation bar with links: Home, Data, Reports, Administration, About, Contact Us, Log Off. The main heading is 'Welcome to OFO Register'. Below this, there is a text prompt: 'More information about OFO Register'.

16.2.2 Forgotten Password

Login

Please enter your E-mail and the Password.
If you are not a registered user yet, please contact the OFO register administrator for assistance.

Please provide login details

E-mail Address:

Password:

Show Password?

Login

If you have registered already but forgot your password. Please [Click here](#)

Click the link which reads “If you have registered already but **forgot your password**. Please [Click here](#)”. The link opens up a page which allows you to enter your email address and if you are a registered user the system will proceed to reset the password and then email the reset password to the registered email address as below:

OFO Register

higher education & training
Department: Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Forgot Password

Please enter your E-mail and the Password.
If you are not a registered user yet, please contact the OFO register administrator for assistance.

forgot Your Password


Please enter your login E-mail to reset your password
A new password will be e-mailed to you

E-mail Address:

Submit

A successful I password reset is denoted by a display of the message below:

OFO Register

 Your password has been reset successfully. Please check your mailbox for details.

OK

16.2.3 Change Password after reset

If the password has been reset and the user then tries to login with the reset password then the system directs the user to immediately change the temporary password as below:

OFO Register

higher education & training
Department: Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Change Password

New password details

Username: OFORoad

E-mail Address: Kanhanga.B@dhet.gov.za

Current password:

New password:

Confirm new password:

Submit

Supply the current password and the new password and then click Submit. If all the rules governing the password policy are met the system will effect the change and proceed to login user as per normal.

Data

This menu houses all the OFO configurations that is the entire register starting from the OFO Major level cascading to the lowest level which is the Occupation itself.

- OFO Major
- OFO Sub-Major
- OFO Minor
- OFO Unit
- OFO
- Task
- SIC OFO link

16.3 OFO Change Request

It is important to note that the OFO Change Request is where most of our online request would be made, thus our focus would be based mainly on that.

2.1 OFO Major

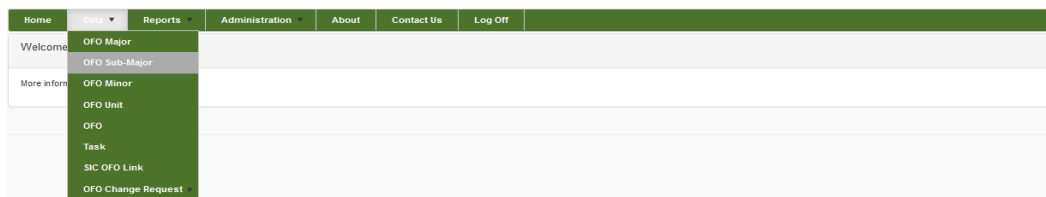


Click the menu OFO Major. The system will load the OFO Major Overview page which basically brings a summary of the Majors configured in the Register as below:

- By clicking the button, one would be able to see all the 8 Major Groups under description column

- The “view” button on the far right enables one to see linked Sub-Major OFOs, Tasks, History etc.
- Each button provides User with a more detailed information available on the current version of OFO
- Users are able to continue viewing the details by clicking on the top blue button and view on the far right.

2.2 OFO Sub-Major

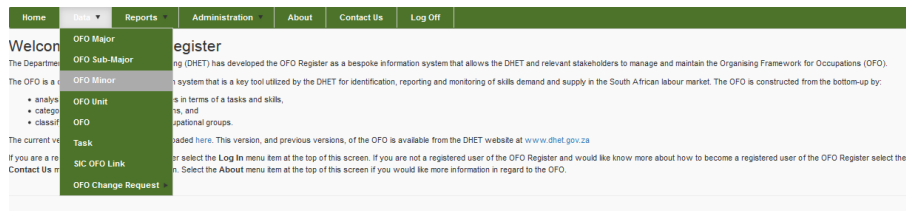


By clicking on the OFO Sub-Major button, one would be able to see a grid with the following:

- OFO Sub Major Code – the code that uniquely identifies the sub major grouping
- Description – the description for the grouping
- Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references
- Start Date – the effective start date for which the sub major group is valid (this is aligned with the version)
- End Date – the effective end date for which the sub major group is valid (this is aligned with the version)
- OFO Major Code – the parent code for the corresponding OFO Major to the sub major grouping
- OFO Minor Count – the number of the minor groups linked to the particular Sub Major group
- Edit/View/Export/New Buttons - Depending on the security access of the logged in user the last column in the grid is either a View Button or and Edit button and if the user has write access then the New Button is also visible.

View Button – this button allows user to view the expanded OFO Sub Major details of the selected record

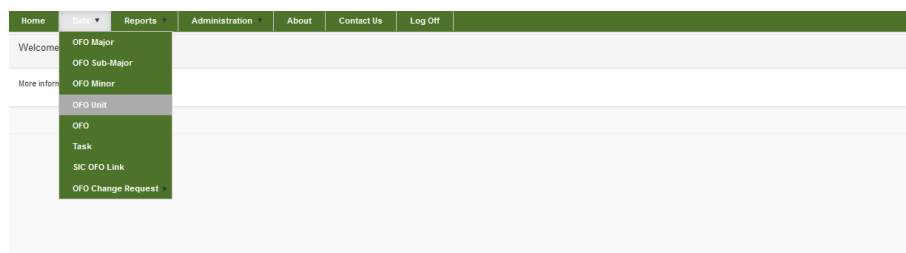
16.4 OFO Minor



By clicking on the OFO Minor button, one would be able to see a grid with the following:

- a. OFO Minor Code – the code that uniquely identifies the minor grouping
- b. Description – the description for the grouping
- c. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references
- d. Start Date – the effective start date for which the minor group is valid (this is aligned with the version)
- e. End Date – the effective end date for which the minor group is valid (this is aligned with the version)
- f. OFO Sub Major Code – the parent code for the corresponding OFO Sub Major parent to the minor grouping
- g. OFO Unit Count – the number of the unit groups linked to the particular Minor group
- h. Edit/View/Export/New Buttons - Depending on the security access of the logged in user the last column in the grid is either a View Button or and Edit button and if the user has write access then the New Button is also visible.
 - i. **View** Button – this button allows user to view the expanded OFO Minor details of the selected record.

16.5 OFO Unit

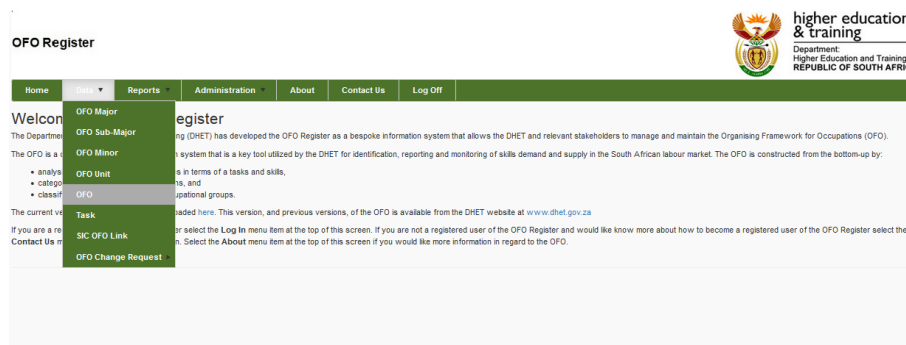


- a. OFO Unit Code – the code that uniquely identifies the unit grouping
- b. Description – the description for the unit grouping
- c. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references
- d. Start Date – the effective start date for which the OFO Unit group is valid (this is aligned with the version)
- e. End Date – the effective end date for which the OFO Unit group is valid (this is aligned with the version)

- f. OFO Minor Code – the parent code for the corresponding OFO Minor parent to the minor grouping
- g. OFO Count – the number of the occupations linked to the particular Unit group
- h. Edit/View/Export/New Buttons - Depending on the security access of the logged in user the last column in the grid is either a View Button or and Edit button and if the user has write access then the New Button is also visible.

View Button – this button allows user to view the expanded OFO Unit details of the selected record.

16.6 OFO



- a. OFO Code – the code that uniquely identifies the occupation at 6-digit level
- b. Description – the description for the occupation
- c. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references
- d. Start Date – the effective start date for which the occupation is valid (this is aligned with the version)
- e. End Date – the effective end date for which the occupation is valid (this is aligned with the version)
- f. OFO Unit Code – the parent code for the linked OFO Unit to the occupation
- g. Edit/View/Export/New Buttons - Depending on the security access of the logged in user the last column in the grid is either a View Button or and Edit button and if the user has write access then the New Button is also visible.

Tasks

Task ID	Description	Edit
1	Setting the overall direction and objectives of organisations and departments within organisations	Edit
2	Planning, controlling and coordinating the activities of organisations and departments, either personally or through senior subordinate staff	Edit
3	Identifying and growing sustainable economic value (wealth)	Edit
4	Monitoring and evaluating performance of organisations against organisational objectives and strategies	Edit
5	Issuing policy directions to government departments and exercising control over local government authorities	Edit
6	Advising on the preparation and expenditure of departmental budgets	Edit
7	Preparing, or arranging for the preparation of progress reports and presenting them to higher authorities	Edit
8	Monitoring and maintaining the health of stock	Edit

Click the menu Task. The system will load the Task Overview page which basically brings a summary of the tasks configured in the register.

The grid provides the user with the following information:

- Task ID – the system generated unique number that identifies each task
- Description – the description for the task
- Edit/View/Export/New Buttons - Depending on the security access of the logged in user the last column in the grid is either a View Button or and Edit button and if the user has write access then the New Button is also visible.

16.7 SIC OFO Link

SIC Code	SIC Name	# Linked OFOs	Edit
81904	INVESTMENT ENTITIES AND TRUSTS	0	Edit
83110	ADMINISTRATION OF FINANCIAL MARKETS	0	Edit
83120	SECURITY DEALING ACTIVITIES	0	Edit
83121	STOCK BROKING ACTIVITIES	0	Edit
83180	DEVELOPMENT CORPORATIONS AND ORGANIZATIONS	0	Edit
83190	ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION	0	Edit
88101	TAX SERVICES	0	Edit

This menu houses the linkages between the SIC Codes and the Occupations. The SIC Codes have been allocated to specific SETAs and the SETAs have to link the SIC to the OFO and all that is handled within this menu's scope.

16.8 OFO Change Request

This menu houses the entire change request done by SETAs to the OFO Register. The procedure is that all the proposed changes to be done on the OFO register are filed online. The OFO Task Team at the DHET will moderate on the proposed changes and for those that are approved they will be

implemented on the register. All the OFO Change requests are gathered together and can be viewed under Change Request Overview page.

16.8.2 Occupation Change Request

This menu handles change request on the occupations be it the addition of a new occupation, deletion of an occupation, updating of an occupation or moving an occupation to a new OFO Unit. Navigate to the menu Data →OFO Change Request → Occupation Change Request.

Click the menu Occupation Change Request. The system will load the Occupation Change Request Overview page which basically brings a summary of the Occupation changes for that particular user.

Select the type of change request that you would like to make, for example; click “Add” if you would like to create a new occupation, “Delete” if you want to delete an occupation, “Edit” if you want to edit the occupation for amendments or “Move”.

The page is divided into 2 sections.

- The top section has the buttons that allows a user to lodge new occupation change request as Add, Delete, Edit or Move requests. The bottom section houses the grid with the change requests involved
- The grid provides the user with the following information
 - a. Request ID – the unique system generated number assigned to each change request
 - b. Request Type – the type for the request be it an Add, Delete, Update or Move request
 - c. OFO Code – the occupation code being affected by the change request
 - d. Status – the current status for the change request
 - e. Request Date – the date when the change request was filed
 - f. Title – the occupation title for the OFO being considered in the request
 - g. Status Date – the date when the current status was effected as it navigates in the process chain
 - h. Edit/View/Delete/Export/Add/Delete/Edit/Move Buttons - Depending on the security access of the logged in user the last column in the grid is either a View Button or and Edit button and if the user has write access then the New Button is also visible.

16.8.3 Alternate Title Change Request

This menu handles change request on the alternate titles be it the addition of a new alternate title, deletion of an alternate title or migration of the alternate

title to another occupation. Navigate to the menu Data →OFO Change Request → Alternate Title Change Request.

Click the menu Alternate Title Change Request. The system will load the Alternate Title Change Request Overview page which basically brings a summary of the Alternate Title changes for that particular user SETA.

Select the type of change request that you would like to make, for example; click “Add” if you would like to create a new occupation, “Delete” if you want to delete an occupation, “Edit” if you want to edit the occupation for amendments or “Move” if you would like to move Alternative Title from one OFO code to another.

NB. In order to move Alternative Title, you need an existing Alternative Title with OFO Code.

The page is divided into 2 sections.

- The top section has the buttons that allows a user to lodge new alternate title change request as an Add, Delete or Move request. The bottom section houses the grid with the change requests involved
- The grid provides the user with the following information
 - a. Request ID – the unique system generated number assigned to each change request
 - b. Request Type – the type for the request be it an Add , Delete or Move request
 - c. OFO Code – the occupation code being affected by the change request
 - d. Status – the current status for the change request
 - e. Request Date – the date when the change request was filed
 - f. Title – the occupation title for the OFO being considered in the request
 - g. Status Date – the date when the current status was effected as it navigates in the process chain

Edit/View/Delete/Export/Add/Delete /Move Buttons - Depending on the security access of the logged in user the last column in the grid is either a View Button or and Edit button and if the user has write access then the New Button is also visible

16.8.4 Specialization Change Request

This menu handles change request on the Specializations be it the addition of a new specialization, deletion of a specialization or migrating to a new occupation of the specialization. Navigate to the menu Data →OFO Change Request → Specialization Title Change Request.

Click the menu Specialization Change Request. The system will load the Specialization Change Request Overview page which basically brings a summary of the Specialization changes for that particular user per SETA. Here, we can either “Add”, “Delete” or “Move” a Specialization. For example, click “Add” if you would like to create a new Specialization, “Delete” if you would like to delete an existing Specialization or “Move” if you would like to move Specialization from an existing OFO Code to another.

- The top section has the buttons that allows a user to lodge new alternate title change request as an Add, Delete or Move request. The bottom section houses the grid with the change requests involved
- The grid provides the user with the following information
 - a. Request ID – the unique system generated number assigned to each change request
 - b. Request Type – the type for the request be it an Add, Delete or Move request
 - c. OFO Code – the occupation code being affected by the change request
 - d. Status – the current status for the change request
 - e. Request Date – the date when the change request was filed
 - f. Title – the occupation title for the OFO being considered in the request
 - g. Status Date – the date when the current status was effected as it navigates in the process chain

Edit/View/Delete/Export/Add/Delete /Move Buttons - Depending on the security access of the logged in user the last column in the grid is either a View Button or and Edit button and if the user has write access then the New Button is also visible.

16.8.5 Change Request Overview

This screen provides a list of all the request made by the System User. A User can click the print button and view an output which can be printed out on a paper. A User can also be able to view the output on the screen by clicking on “view”. A User can edit and make amendments on the captured inputs.

3 Reports

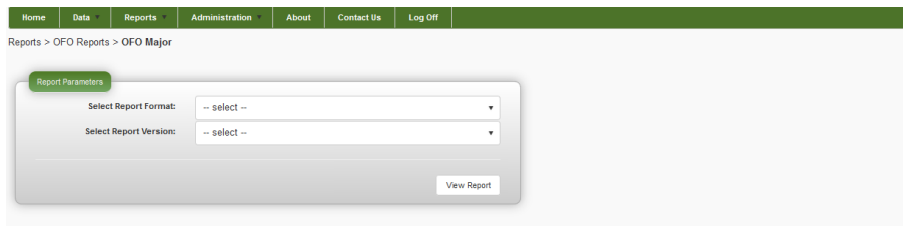
This menu handles all the reporting within the OFO Register system. The reports are available in two formats that is: Excel and PDF and they are also subdivided into 2 classes OFO Reports and Validation Reports

17.2 OFO Reports

17.2.2 OFO Major

Navigate to the OFO Major Report menu by going the route Reports → OFO Reports → OFO Major.

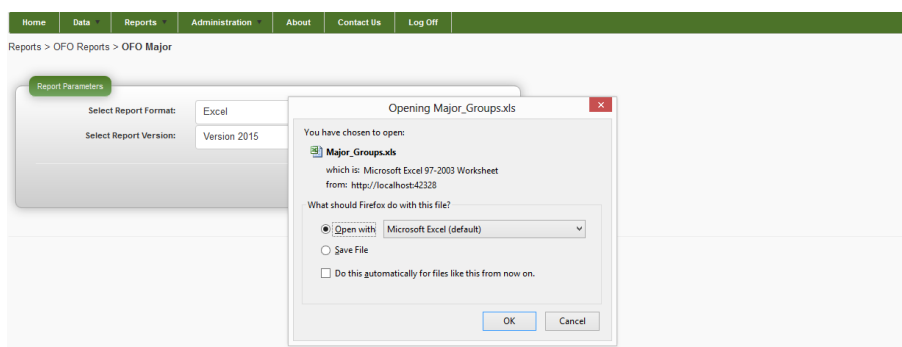
This report extracts all the OFO Major records for a selected reporting version period as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

A	B	C	D	E	F
OFO MAJOR Version 2015					
OFO CODE	DESCRIPTION				
2015-1	MANAGERS				
2015-2	PROFESSIONALS				
2015-3	TECHNICIANS AND ASSOCIATE PROFESSIONALS				
2015-4	CLERICAL SUPPORT WORKERS				
2015-5	SERVICE AND SALES WORKERS				
2015-6	SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT AND RELATED TRADES WORKERS				
2015-7	PLANT AND MACHINE OPERATORS AND ASSEMBLERS				
2015-8	ELEMENTARY OCCUPATIONS				
2015-9	Test Major				

- The report provides the user with the following information
- OFO Code - the code that uniquely identifies the major grouping
 - Description – the description for the grouping
 - Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

17.2.3 OFO Sub Major

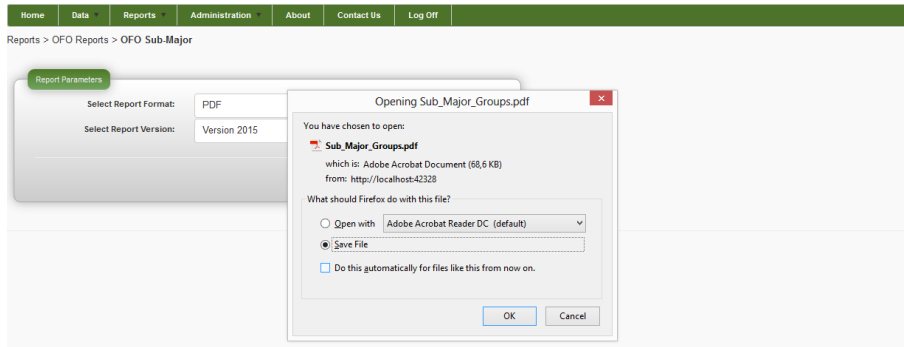
Navigate to the OFO Sub Major Report menu by going the route Reports → OFO Reports → OFO Sub-Major.

This report extracts all the OFO Sub-Major records for a selected reporting version period as seen below

- Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

OFO SUB MAJOR

Version 2015



OFO CODE	DESCRIPTION
2015-11	Chief Executives, Senior Officials and Legislators
2015-12	Administrative and Commercial Managers
2015-13	Production and Specialised Services Managers
2015-14	Hospitality, Retail and Other Services Managers
2015-21	Physical, Mathematical and Engineering Science Professionals
2015-22	Health Professionals
2015-23	Teaching Professionals
2015-24	Business and Administration Professionals
2015-25	Information and Communications Technology Professionals
2015-26	Legal, Social and Cultural Professionals
2015-31	Science and Engineering Associate Professionals
2015-32	Health Associate Professionals
2015-33	Business and Administration Associate Professionals
2015-34	Legal, Social, Cultural and Related Associate Professionals
2015-35	Information and Communications Technicians
2015-41	General and Keyboard Clerks
2015-42	Customer Services Clerks

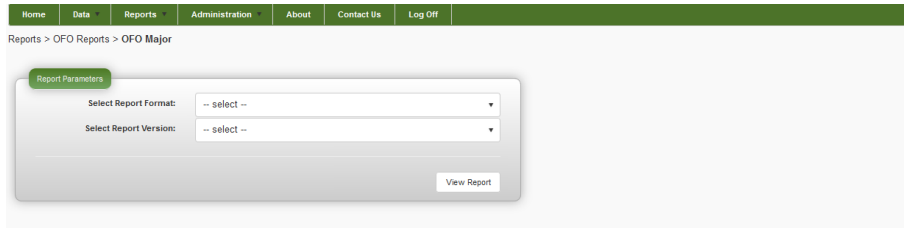
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the sub-major grouping
- ii. Description – the description for the grouping
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

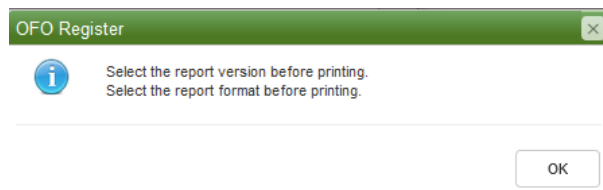
17.2.4 OFO Minor

Navigate to the OFO Minor Report menu by going the route Reports → OFO Reports → OFO Minor.

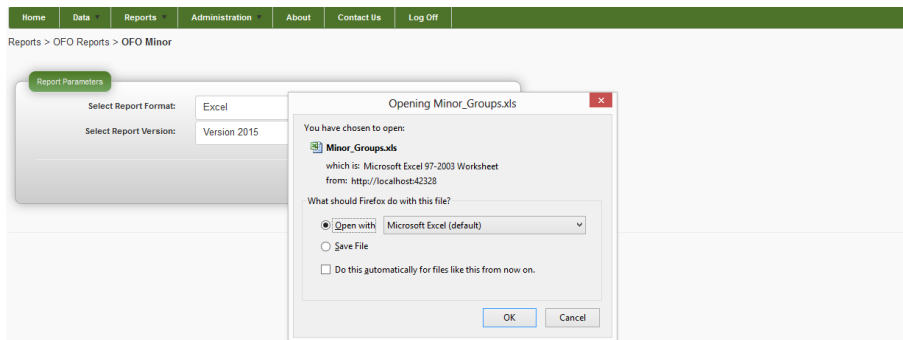
This report extracts all the OFO Minor records for a selected reporting version period as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

A	B
OFO MINOR Version 2015	
OFO CODE	DESCRIPTION
2015-111	Legislators and Senior Officials
2015-112	Managing Directors and Chief Executives
2015-121	Business Services and Administration Managers
2015-122	Sales, Marketing and Development Managers
2015-131	Production Managers in Agriculture, Forestry and Fisheries
2015-132	Manufacturing, Mining, Construction and Distribution Managers
2015-133	Information and Communications Technology Service Managers
2015-134	Professional Services Managers
2015-141	Hotel and Restaurant Managers
2015-142	Retail and Wholesale Trade Managers
2015-143	Other Services Managers
2015-211	Physical and Earth Science Professionals
2015-212	Mathematicians, Actuaries and Statisticians
2015-213	Life Science Professionals
2015-214	Engineering Professionals (Excluding Electrotechnology)
2015-215	Electrotechnology Engineers
2015-216	Architects, Planners, Surveyors and Designers
2015-221	Medical Doctors
2015-222	Nursing and Midwifery Professionals
2015-223	Traditional and Complementary Medicine Professionals
2015-224	Paramedical Practitioners

The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the OFO Minor classification
- ii. Description – the description for the grouping
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

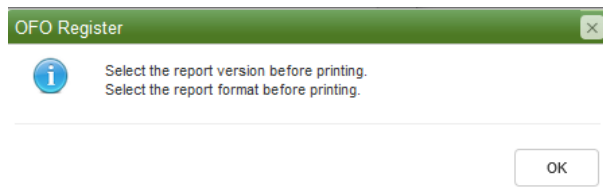
17.2.5 OFO Unit

Navigate to the OFO Unit Report menu by going the route Reports → OFO Reports → OFO Unit.

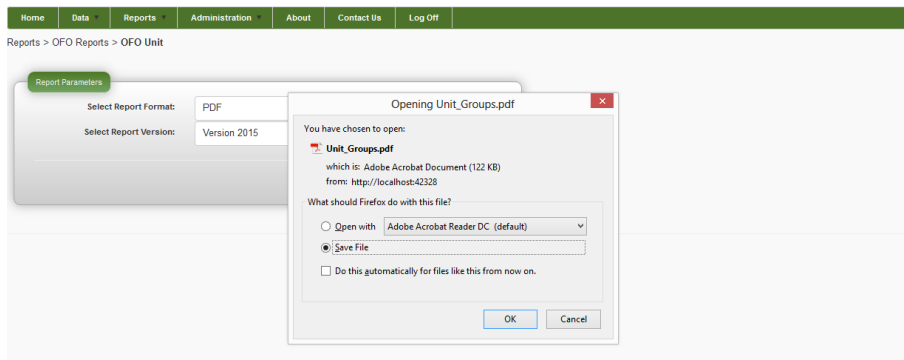
This report extracts all the OFO Unit records for a selected reporting version period as seen below

The screenshot shows a web application interface with a navigation menu at the top containing 'Home', 'Data', 'Reports', 'Administration', 'About', 'Contact Us', and 'Log Off'. Below the menu, the breadcrumb path 'Reports > OFO Reports > OFO Unit' is visible. A 'Report Parameters' dialog box is open, featuring two dropdown menus: 'Select Report Format' with the value '-- select --' and 'Select Report Version' with the value 'Version 2017'. A 'View Report' button is located at the bottom right of the dialog box.

- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

OFO UNIT

Version 2015



OFO CODE	DESCRIPTION
2015-1111	Legislators
2015-1112	Senior Government Officials
2015-1113	Traditional Chiefs and Heads of Villages
2015-1114	Senior Officials of Special-interest Organisations
2015-1121	Managing Directors and Chief Executives
2015-1211	Finance Managers
2015-1212	Human Resource Managers
2015-1213	Policy and Planning Managers
2015-1219	Business Services and Administration Managers not Elsewhere Classified
2015-1221	Sales and Marketing Managers
2015-1222	Advertising and Public Relations Managers
2015-1223	Research and Development Managers
2015-1311	Agricultural and Forestry Production Managers
2015-1312	Aquaculture and Fisheries Production Managers
2015-1321	Manufacturing Managers
2015-1322	Mining Managers
2015-1323	Construction Managers

The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the OFO unit grouping
- ii. Description – the description for the grouping
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

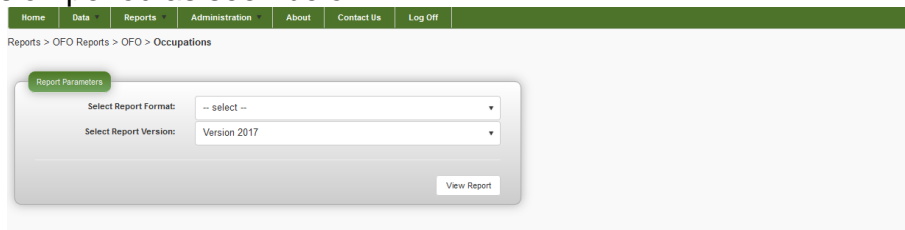
17.2.6 OFO

This menu houses reports reporting at occupation level.

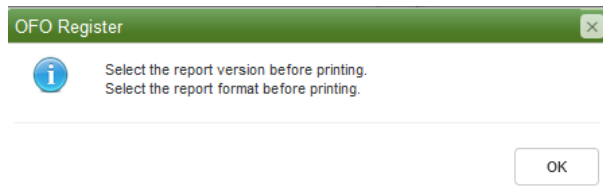
4.1.5.1 OCCUPATIONS

Navigate to the OFO Occupations Report menu by going the route Reports → OFO Reports → OFO → Occupations.

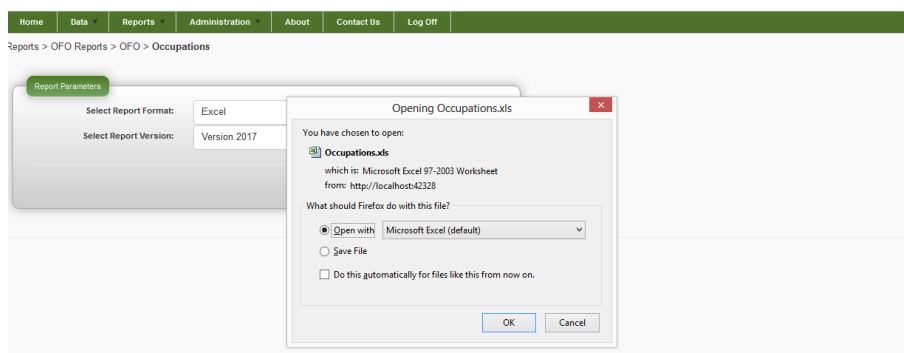
This report extracts all the Occupation records for a selected reporting version period as seen below



- Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

	A	B	C	D	E	F	G	H	I
1	OCCUPATIONS Version 2015								
2	OFO CODE	DESCRIPTION							
3	2015-111101	Local or Provincial Government Legislator							
4	2015-111102	Member of Parliament / Parliamentarian							
5	2015-111201	Defence Force Senior Officer							
6	2015-111202	General Manager Public Service							
7	2015-111203	Local Authority Manager							
8	2015-111204	Senior Government Official							
9	2015-111205	Senior Police Officer							
10	2015-111206	Ombudsperson							
11	2015-111207	Senior Government Manager							
12	2015-111301	Traditional Leader							
13	2015-111401	Elected Official							
14	2015-111402	Trade Union Representative							
15	2015-112101	Director (Enterprise / Organisation)							
16	2015-121101	Finance Manager							
17	2015-121102	Payroll Manager							
18	2015-121103	Credit Manager							
19	2015-121104	Internal Audit Manager							
20	2015-121201	Personnel / Human Resource Manager							
21	2015-121202	Business Trainer Manager							

The report provides the user with the following information

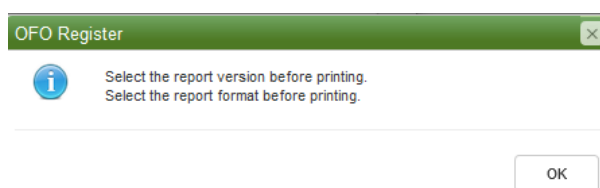
- i. OFO Code - the code that uniquely identifies the Occupation
- ii. Description – the description for the grouping
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

4.1.5.2 SPECIALIZATION

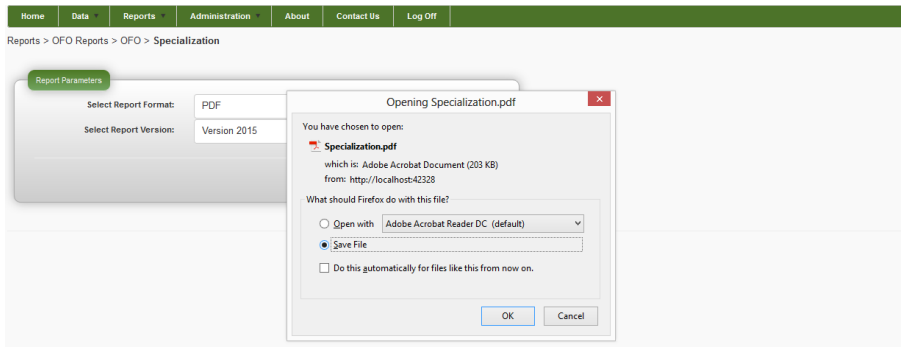
Navigate to the OFO Specialization Report menu by going the route Reports → OFO Reports → OFO → Specialization.

This report extracts all the Occupation records for a selected reporting version period as seen below

- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

SPECIALIZATION

Version 2015



OFO CODE	DESCRIPTION
2015-111101	Community Board Member
2015-111102	Chief Whip
2015-111202	Labour Inspectorate Manager
2015-111203	General Manager Local Authority
2015-111204	Registrar (Including Legal / Court etc. But Excluding Tertiary Institutions)
2015-111205	Senior Metro Police Officer
2015-111206	Ombudsman
2015-111207	High Commissioner
2015-111301	Head of Village
2015-111401	President Trade Union
2015-111402	Union Organiser
2015-112101	Managing Director
2015-121101	Chief Accountant
2015-121102	Remuneration Manager
2015-121103	Billing and Settlement Plan (BSP) Manager
2015-121201	Employee Relations Manager
2015-121202	Education Training and Skills Development Manager
2015-121203	Employee Benefits Manager

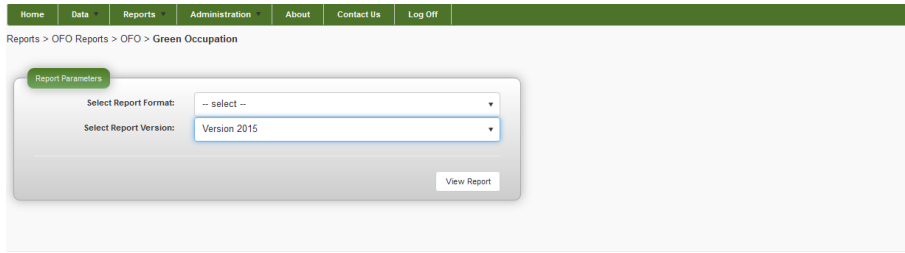
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the Occupation
- ii. Description – the description for the specialization for the occupation
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

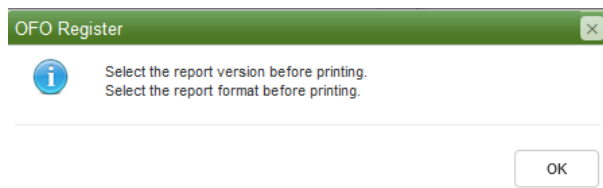
4.1.5.3 GREEN OCCUPATIONS

Navigate to the OFO Green Occupation Report menu by going the route Reports → OFO Reports → OFO → Green Occupation.

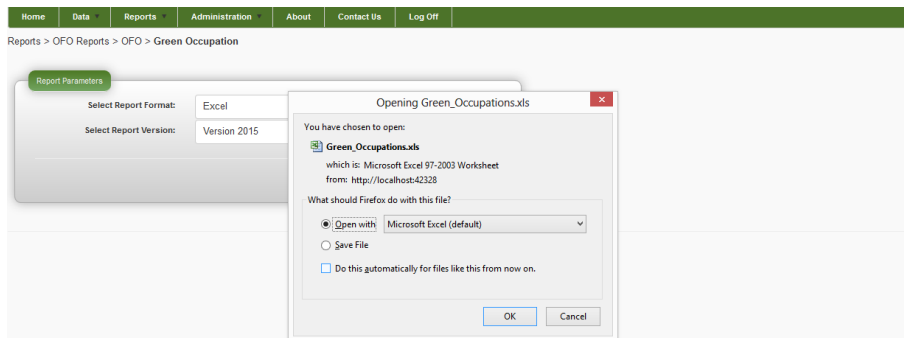
This report extracts all the green occupation records for a selected reporting version period as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

A	B	C	D	E	F	G	H	I
GREEN OCCUPATIONS Version 2015								
OFO CODE	DESCRIPTION							
2015-132105	Power Generation Production / Operations Manager							
2015-134901	Environmental Manager							
2015-143901	Facilities Manager							
2015-211101	Physicist							
2015-211401	Geologist							
2015-211402	Geophysicist							
2015-213105	Biotechnologist							
2015-213201	Agriculture Consultant							
2015-213202	Agricultural Scientist							
2015-213301	Conservation Scientist							
2015-213302	Environmental Scientist							
2015-213304	Earth and Soil Scientist							
2015-213305	Air Pollution Analyst							
2015-213306	Water Quality Analyst							
2015-213307	Park Ranger							
2015-213308	Brownfield Redevelopment Specialist							
2015-214101	Industrial Engineer							
2015-214102	Industrial Engineering Technologist							
2015-214201	Civil Engineer							
2015-214202	Civil Engineering Technologist							
2015-214301	Environmental Engineer							

The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the Occupation
- ii. Description – the description for the green occupation
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

4.1.5.4 GREEN SKILL

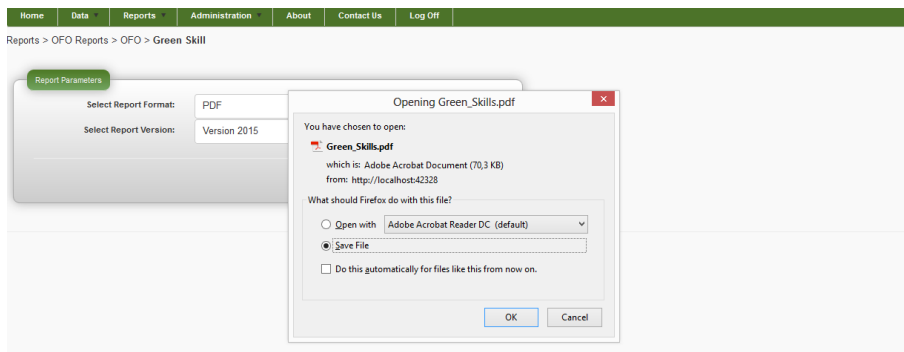
Navigate to the OFO Green Skill Report menu by going the route Reports → OFO Reports → OFO → Green Skill.

This report extracts all the occupation records that involve a green skill to some extent for a selected reporting version period as seen below

- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

GREEN SKILLS



Version 2015

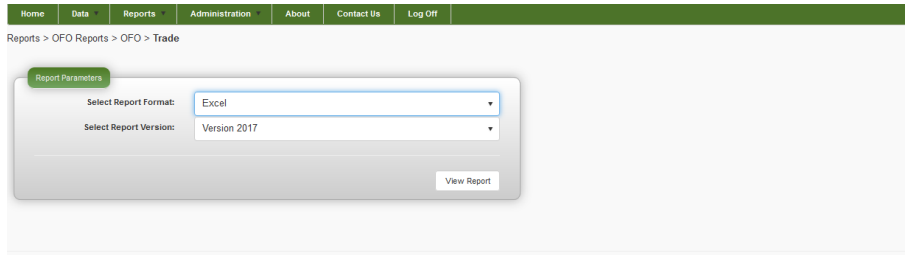
OFO CODE	DESCRIPTION
2015-121909	Sustainability Manager
2015-122103	Director of Marketing
2015-122301	Research and Development Manager
2015-131101	Agricultural Farm Manager
2015-132101	Manufacturer
2015-132102	Production / Operations Manager (Manufacturing)
2015-132104	Engineering Manager
2015-132201	Production / Operations Manager (Mining)
2015-132202	Mineral Resources Manager
2015-132203	Rock Engineering Manager
2015-132301	Construction Project Manager
2015-132302	Project Builder
2015-132401	Supply and Distribution Manager
2015-132403	Road Transport Manager
2015-134915	Operations Manager (Non Manufacturing)
2015-211201	Meteorologist
2015-214103	Production Engineer

- The report provides the user with the following information
- i. OFO Code - the code that uniquely identifies the Occupation
 - ii. Description – the description for the green skilled occupation
 - iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

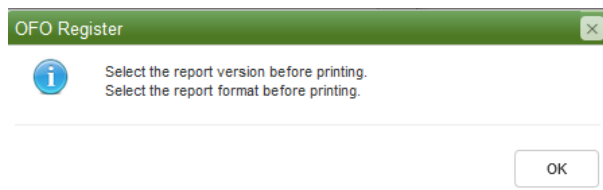
4.1.5.5 TRADE

Navigate to the OFO Trade Report menu by going the route Reports → OFO Reports → OFO → Trade.

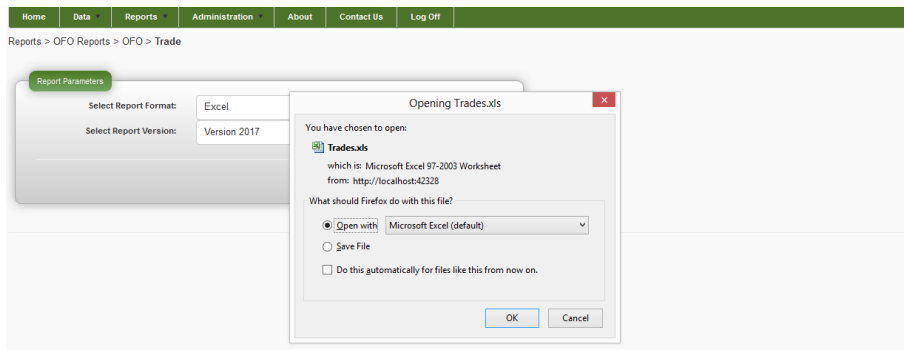
This report extracts all the trade occupation records for a selected reporting version period as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

A	B	C	D	E	F	G	H
TRADES Version 2015							
OFO CODE	DESCRIPTION						
2015-132105	Power Generation Production / Operations Manager						
2015-134901	Environmental Manager						
2015-143901	Facilities Manager						
2015-211101	Physicist						
2015-211401	Geologist						
2015-211402	Geophysicist						
2015-213105	Biotechnologist						
2015-213201	Agriculture Consultant						
2015-213202	Agricultural Scientist						
2015-213301	Conservation Scientist						
2015-213302	Environmental Scientist						
2015-213304	Earth and Soil Scientist						
2015-213305	Air Pollution Analyst						
2015-213306	Water Quality Analyst						
2015-213307	Park Ranger						
2015-213308	Brownfield Redevelopment Specialist						
2015-214101	Industrial Engineer						
2015-214102	Industrial Engineering Technologist						
2015-214201	Civil Engineer						
2015-214202	Civil Engineering Technologist						
2015-214301	Environmental Engineer						
2015-214302	Environmental Impact and Restoration Analyst						

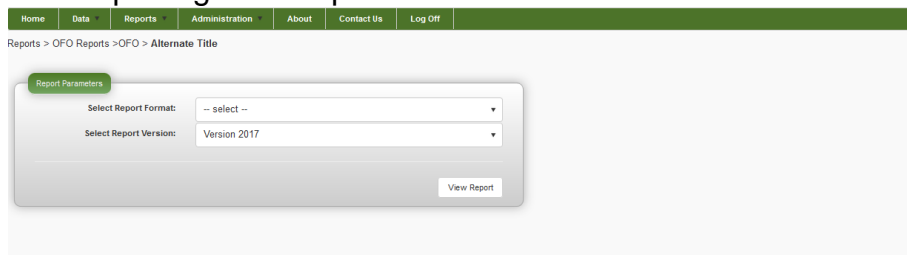
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the Occupation
- ii. Description – the description for the trade artisan based occupation
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

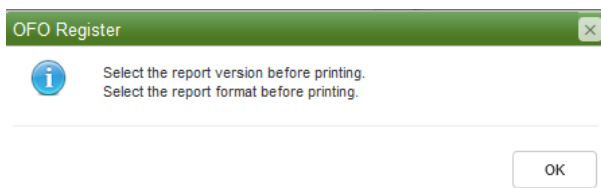
4.1.5.6 ALTERNATE TITLE

Navigate to the OFO Alternate Title Report menu by going the route Reports → OFO Reports → OFO → Alternate Title.

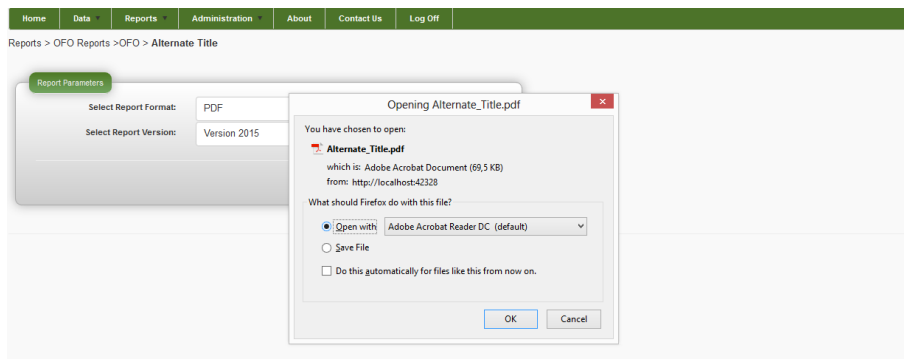
This report extracts all the alternate title for occupation records for a selected reporting version period as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

ALTERNATE TITLE



Version 2015

OFO CODE	DESCRIPTION
2015-111102	Parliament official / Parliament secretary
2015-111202	Chief Director /Director
2015-111206	Public protector official
2015-111207	Director General (DG)
2015-112101	Corporate Chairman
2015-121202	Learning Programme Manager
2015-121901	Clinical Manager
2015-132106	Quality Control Manager
2015-132201	Assistant General Manager Mining
2015-132409	Jet Fuel Manager
2015-134201	Hospital Manager
2015-134901	Water Quality Manager
2015-213111	Clinical Research Physician
2015-216101	Architect Technologist
2015-216601	SFX Artist
2015-226302	Clinical Risk Manager

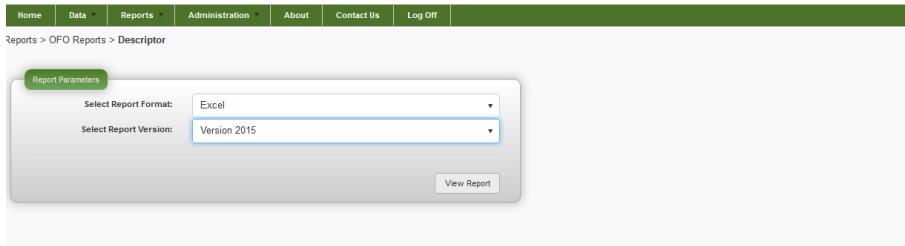
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the Occupation
- ii. Description – the description for the alternate title
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

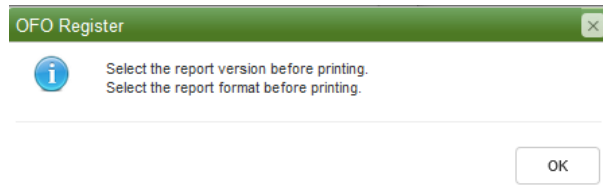
17.2.7 Descriptor

Navigate to the Descriptor Report menu by going the route Reports → OFO Reports → Descriptor.

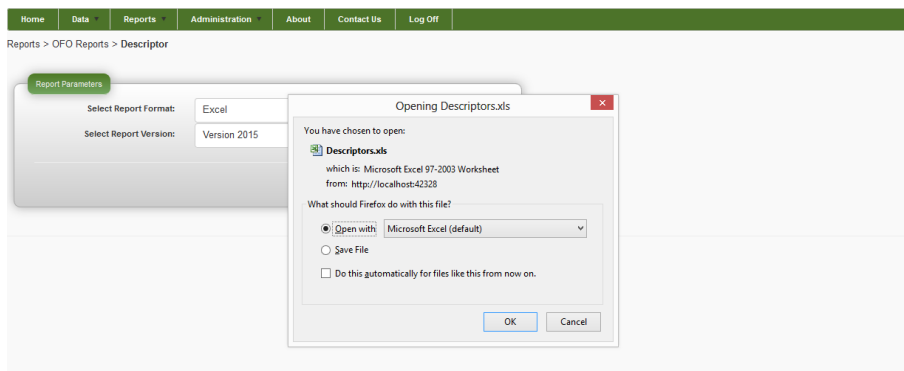
This report extracts all the Descriptor records for a selected reporting version period as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

OFO CODE	DESCRIPTION
2015-1	Managers plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review
2015-11	Chief executives, senior officials and legislators formulate and review the policies and plan, direct coordinate and evaluate the overall activities of enterprises, governments and other org
2015-1111	Legislators and senior officials determine, formulate, advise on and direct the implementation of policies of national, state, regional or local governments or communities, and of special i
2015-11111	Legislators determine, formulate, and direct policies of national, state, regional or local governments and international governmental agencies, and make, ratify, amend or repeal laws, pu
2015-111101	Represents the interests of people in a constituency as their elected member of a government authority.
2015-111102	Represents the interests of people in a constituency as their elected member to national government.
2015-1112	Senior government officials advise governments on policy matters, oversee the interpretation and implementation of government policies and legislation by government departments and
2015-111201	Plans, organises, directs, controls and reviews the day-to-day operations and major functions of organisational units of the South African National Defence Force through subordinate offic
2015-111202	Plans, organises, directs, controls and reviews the day-to-day operations and major functions within a division of the public service.
2015-111203	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of local government policies and legislation.
2015-111204	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.
2015-111205	Plans, organises, directs, controls and reviews the day-to-day operations and major functions of organisational units of the south African police and metro police services through subordi
2015-111206	Acts as an advocate for the public and investigates complaints and mediates fair settlements between parties.
2015-111207	Manages a department, providing direct support to the minister, through strategic leadership and within a designed strategic planning framework, whilst ensuring an integration of govern
2015-1113	Traditional chiefs and heads of villages perform a variety of legislative, administrative and ceremonial tasks and duties, determined by ancient traditions, as well as by the division of righ
2015-111301	Performs a variety of legislative, administrative and ceremonial tasks and duties, as determined by the community or village.
2015-1114	Senior officials of special-interest organizations determine, formulate and direct the implementation of policies of special-interest organizations, such as political-party organizations, trad
2015-111401	Oversees the implementation of policies, rules and regulations of an organisation, directs its application and represent the organisation or act on its behalf.
2015-111402	Determines, formulates and direct the implementation of policies of trade unions, and represent their organization and act on its behalf.
2015-112	Managing directors and chief executives formulate and review the policies and plan, direct, coordinate and evaluate the overall activities of enterprises or organizations (except special int
2015-1121	Managing directors and chief executives formulate and review the policies and plan, direct coordinate and evaluate the overall activities of enterprises or organizations (except special int
2015-112101	Determines, formulate and reviews the general policy program and the overall direction of an organization within the framework established by a board of directors or a similar organisa

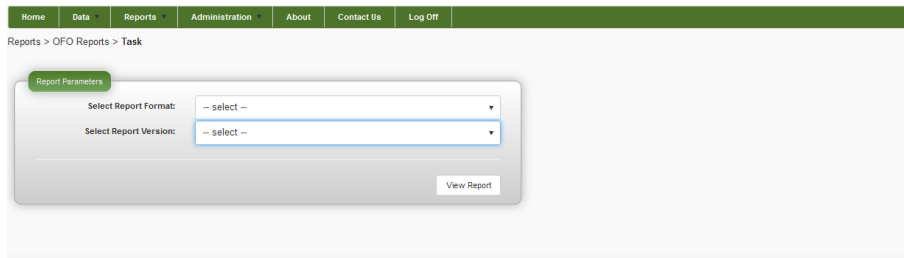
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the occupation and the version
- ii. Description – the description for the descriptor
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

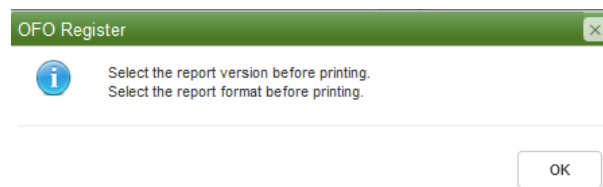
17.2.8 Task

Navigate to the Task Report menu by going the route Reports → OFO Reports → Task.

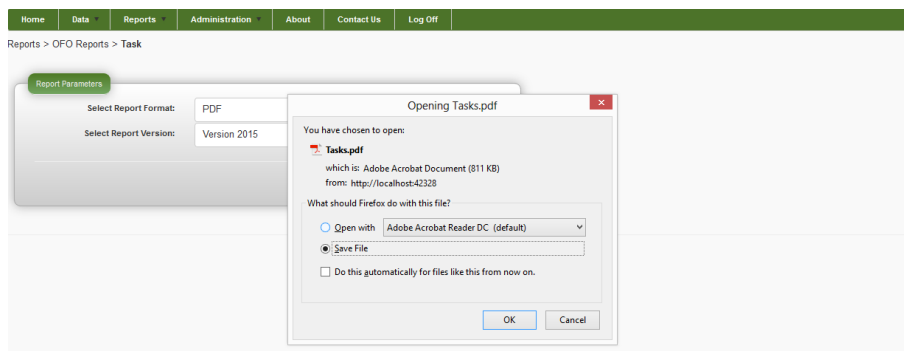
This report extracts all the task records for a selected reporting version period as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:



Version 2015

OFO CODE	DESCRIPTION
2015-1	Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control
2015-1	Authorising material, human and financial resources to implement policies and programs
2015-1	Formulating and advising on the policy, budgets, laws and regulations of enterprises, governments and other organizational units
2015-1	Representing and negotiating on behalf of the government, enterprise or organizational unit managed in meetings and other forums
2015-1	Establishing objectives and standards and formulating and evaluating programs and policies and procedures for their implementation
2015-1	Monitoring and evaluating performance of the organization or enterprise and of its staff, selecting, or approving the selection of staff
2015-1	Ensuring compliance with health and safety requirements, planning and directing daily operations
2015-11	Monitoring and evaluating performance of the organization or enterprise
2015-11	Electing, or approving the selection of senior staff
2015-11	Formulating and advising on the policy budgets, laws and regulations of enterprises, governments and other organizations
2015-11	Establishing objectives for enterprises, government departments or agencies and other organizations
2015-11	Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control
2015-11	Presiding over or participating in the proceedings of legislative bodies, boards of directors and committees
2015-11	Authorising material, human and financial resources to implement policies and programs
2015-11	Formulating or approving and evaluating programs and policies and procedures for their implementation
2015-11	Performing ceremonial duties and representing the enterprise, government, organization or community at official occasions and in business negotiations, conferences and public hearings

The report provides the user with the following information

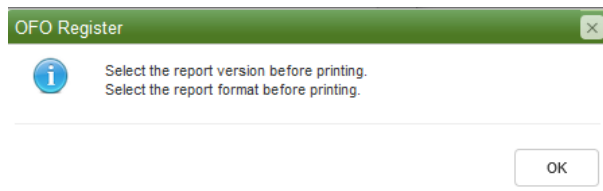
- i. OFO Code - the code that uniquely identifies the occupation and the version
- ii. Description – the description for the task
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

17.2.9 Notes

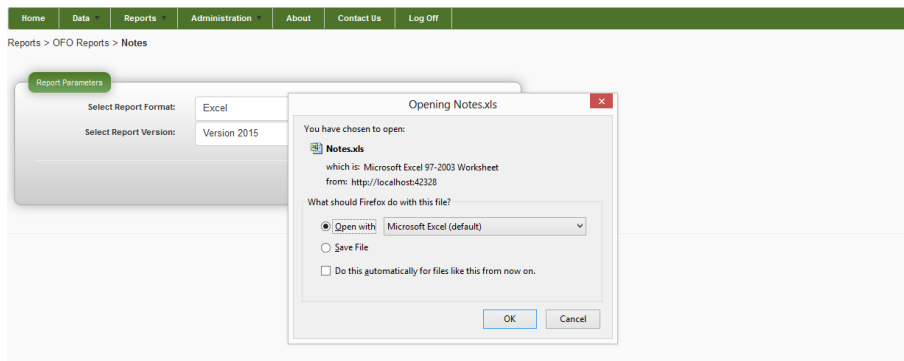
Navigate to the Notes Report menu by going the route Reports → OFO Reports → Notes.

This report extracts all the notes records for a selected reporting version period as seen below

- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

NOTES Version 2015	
OFO CODE	DESCRIPTION
2015-1112	NOTE: Chief executives of Government owned enterprises are excluded from this unit group and included in unit group 1120, Managing Directors and Chief Executives
2015-1121	NOTE: This Unit group includes regional managers and other senior managers who coordinate and supervise the activities of subordinate managers who have a diverse range of functional
2015-13	NOTE: Specialized qualifications and extensive experience relevant to occupations classified in Major group 2, Professionals, or Major group 3, Technicians and Associate Professionals, as
2015-1321	NOTE: In distinguishing between this Unit group and Minor group 312, Mining, Manufacturing and Construction Supervisors, it should be noted that both managers and supervisors may pli
2015-132107	Added a new occupation
2015-132108	added a new occupation
2015-132109	added a new occupation
2015-1322	NOTE: In distinguishing between this Unit group and Minor group 312, Mining, Manufacturing and Construction Supervisors, it should be noted that both managers and supervisors may pli
2015-1323	NOTE: In distinguishing between this Unit group and Minor group 312, Mining, Manufacturing and Construction Supervisors, it should be noted that both managers and supervisors may pli
2015-134	NOTE: Specialized qualifications and extensive experience relevant to occupations classified in Major group 2, Professionals, or Major group 3, Technicians and Associate Professionals, ar
2015-1349	NOTE: Specialized qualifications and extensive experience relevant to occupations classified in Major group 2, Professionals, or Major group 3, Technicians and Associate Professionals, ar
2015-14	NOTE: This sub-major group is for managers of establishments that provide services directly to the public, usually in organizations that are too small to have hierarchies of managers. Man
2015-1411	NOTE: Operators of small establishments, such as some bed and breakfast establishments and small guest houses, that provide accommodation and limited meal services to clients effec
2015-142	NOTE: Retail and wholesale trade managers are frequently employed in relatively small establishments that do not have a hierarchy of managers. The managers of large retail establishm
2015-1421	NOTE: Retail and wholesale trade managers are frequently employed in relatively small establishments that do not have a hierarchy of managers. The managers of large retail establishm
2015-1439	NOTE: Excluded from this unit group are occupations that involve managing the provision of specialized professional and technical services and require specialized qualifications and expe
2015-2111	NOTE: This Unit group includes Medical Physicists even though they are considered to be an integral part of the health work force covered in Sub-major group 22, Health Professionals.
2015-22	NOTE: A number of professions considered to be a part of the health work force are classified in groups other than Sub-major group 22, Health Professionals. Such occupations include but
2015-2211	NOTE: A university-level degree in basic medical education plus postgraduate clinical training or equivalent is required. This Unit group includes 'general practice' and 'family medicine' as
2015-2221	NOTE: The distinction between professional and associate professional nurses should be made on the basis of the nature of the work performed in relation to the tasks specified. The qual
2015-2222	NOTE: The distinction between nursing and midwifery professionals and associate professionals should be made on the basis of the nature of the work performed in relation to the tasks
2015-2223	NOTE: This Unit group includes occupations in technical and complementary medicine whose practice requires a specific subcategory of the health and education of medical

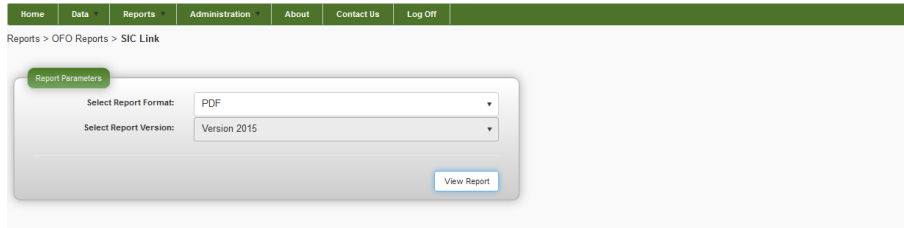
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the occupation and the version
- ii. Description – the description for the notes
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

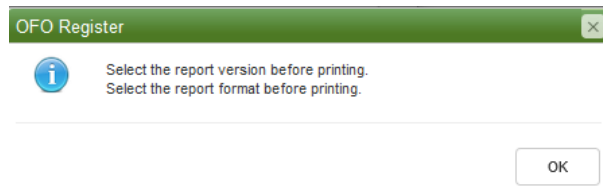
17.2.10 SIC Link

Navigate to the SIC Linkages Report menu by going the route Reports → OFO Reports → SIC Link.

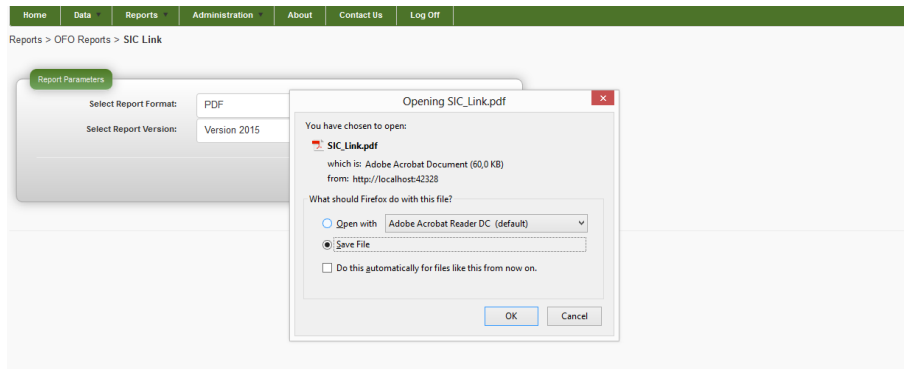
This report extracts all the SIC Linked records for a selected reporting version period as seen below



- Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

OFO Code	OFO Title
2015-111201	Defence Force Senior Officer
	SIC Code
	SIC Name
	11520 HUNTING AND TRAPPING, INCLUDING RELATED SERVICES

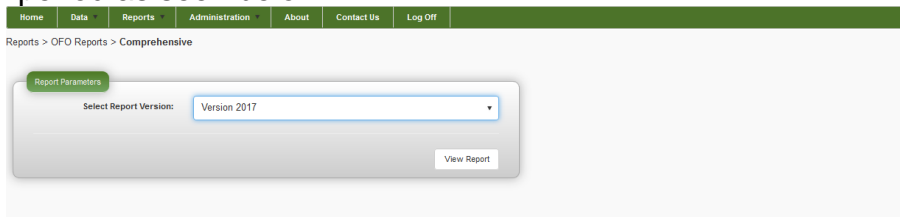
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the occupation and the version
- ii. OFO Title – the description for the occupation
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references
- iv. SIC Code – the code uniquely identifying the SIC
- v. SIC Name- the title for the SIC

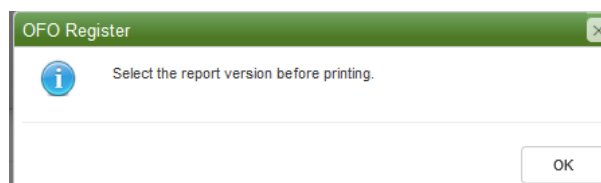
17.2.11 Comprehensive

Navigate to the Comprehensive Report menu by going the route Reports → OFO Reports → Comprehensive.

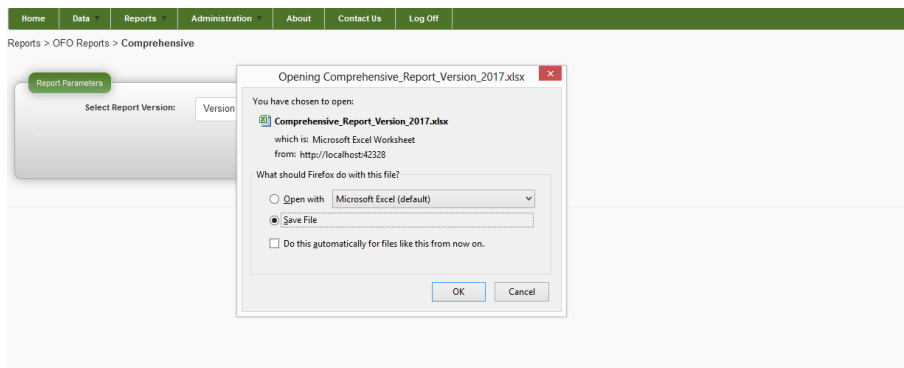
This report extracts all the OFO Register records for a selected reporting version period as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

OFO Code	Description
2015-1	MANAGERS Managers plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations, or of organizational units within them, and formulate and review <u>Tasks include:</u> Authorising material, human and financial resources to implement policies and programs Formulating and advising on the policy, budgets, laws and regulations of enterprises, governments and other organizational units Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control Ensuring compliance with health and safety requirements, planning and directing daily operations Establishing objectives and standards and formulating and evaluating programs and policies and procedures for their implementation Monitoring and evaluating performance of the organization or enterprise and of its staff, selecting, or approving the selection of staff Representing and negotiating on behalf of the government, enterprise or organizational unit managed in meetings and other forums
2015-11	Chief Executives, Senior Officials and Legislators Chief executives, senior officials and legislators formulate and review the policies and plan, direct coordinate and evaluate the overall activities of enterprises, governments and other org <u>Tasks include:</u> Authorising material, human and financial resources to implement policies and programs Formulating and advising on the policy budgets, laws and regulations of enterprises, governments and other organizations Monitoring and evaluating performance of the organization or enterprise Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control Formulating or approving and evaluating programs and policies and procedures for their implementation Electing, or approving the selection of senior staff Establishing objectives for enterprises, government departments or agencies and other organizations Presiding over or participating in the proceedings of legislative bodies, boards of directors and committees

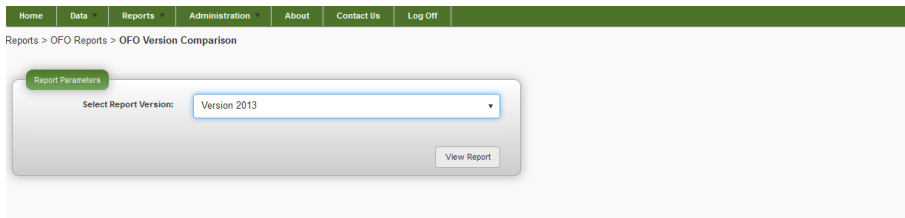
The report provides the user with the following information

- i. Complete OFO
- ii. OFO Structure
- iii. Major Groups
- iv. Sub Major Groups
- v. Minor Groups
- vi. Unit Groups
- vii. Occupations
- viii. Specializations
- ix. Descriptors
- x. Tasks
- xi. Notes
- xii. Trades
- xiii. Green Occupations
- xiv. Green Skills
- xv. Alternate Titles
- xvi. SIC Link

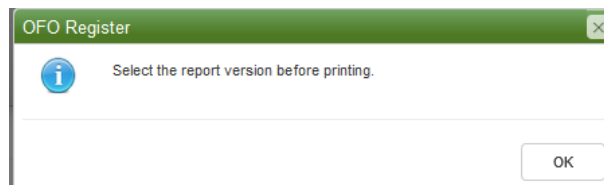
17.2.12 OFO Version Comparison

Navigate to the OFO Comparison Report menu by going the route Reports → OFO Reports → OFO Version Comparison.

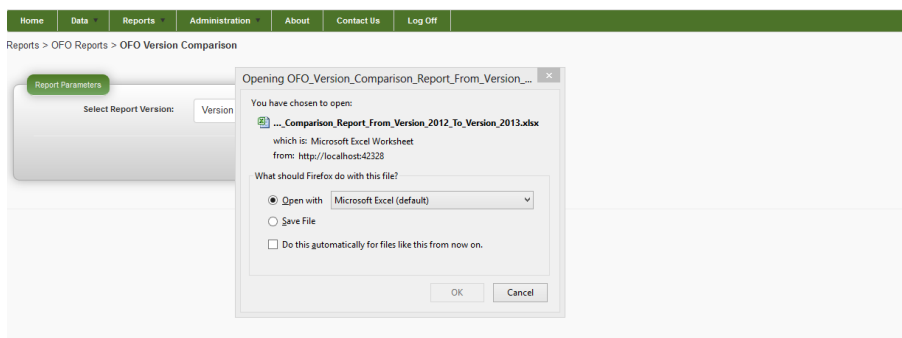
This report extracts all the differences between versions for the OFO Register that is the current specified version and the version preceding it period as seen below



- Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

A	B	C	D	E	F	G	H	I
Overview From Version 2012 To Version 2013								
Level	OFO Code	Title	Type of Change					
OFO Major	2013-9	Test Major	Inserted					
OFO Major	2015-1	MANAGERS	Removed					
OFO Sub-Major	2015-11	Chief Executives, Senior Officials and Legislators	Removed					
OFO Minor	2015-111	Legislators and Senior Officials	Removed					
OFO Unit	2015-1111	Legislators	Removed					
Specialization	2015-111101	Ward Committee Member	Removed					
Specialization	2015-111101	Speaker (Local or Provincial Government)	Removed					
Specialization	2015-111101	Member of Mayoral Committee	Removed					
OFO	2015-111101	Local or Provincial Government Legislator	Removed					
Specialization	2015-111101	Premier	Removed					
Specialization	2015-111101	Member of The Council of Provinces	Removed					
Specialization	2015-111101	Mayor	Removed					
Specialization	2015-111101	Community Board Member	Removed					
Specialization	2015-111101	Member of Executive Council (MEC)	Removed					
Specialization	2015-111101	Councillor	Removed					
Specialization	2015-111102	President	Removed					
Specialization	2015-111102	Member of Cabinet	Removed					
Specialization	2015-111102	Deputy President	Removed					
Specialization	2015-111102	Speaker (Parliament)	Removed					
Specialization	2015-111102	State Secretary	Removed					

The report provides the user with the following information

i. Overview

- Level – specifies what level the change was made from Major to Occupation Level
- OFO Code - the OFO Code identifying the grouping prefixed with the version under context
- Title – the description of the entity be it OFO Title, Specialization , Alternate Title or Descriptor
- Type of Change- whether it was an addition or removal or an update

ii. Edit Details

- Level - Level – specifies what level the change was made from Major to Occupation Level
- OFO Code - the OFO Code identifying the grouping prefixed with the version under context
- Data Field – the name of the field that was updated
- Old Data Value – the old data value before the update
- New Data Value – the new data value after the update

iii. Task Change

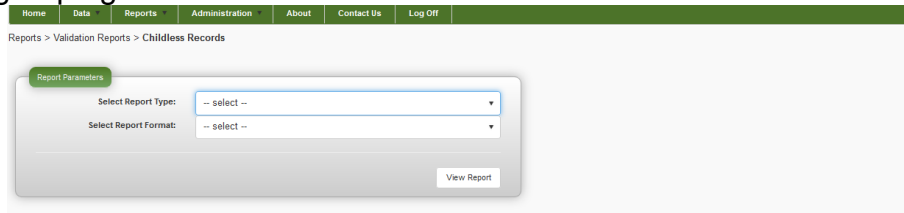
- Level - Level – specifies what level the change was made from Major to Occupation Level
- OFO Code - the OFO Code identifying the grouping prefixed with the version under context
- Task – the name of the task that was updated
- Type of Change- whether it was an addition or removal or an update

17.3 Validation Reports

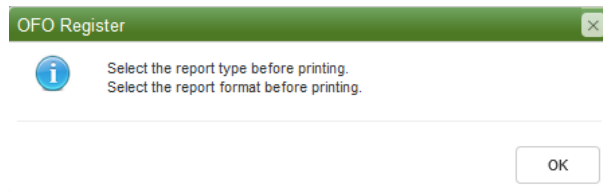
17.3.2 Childless Records

Navigate to the Childless Records Report menu by going the route Reports → Validation Reports → Childless Records.

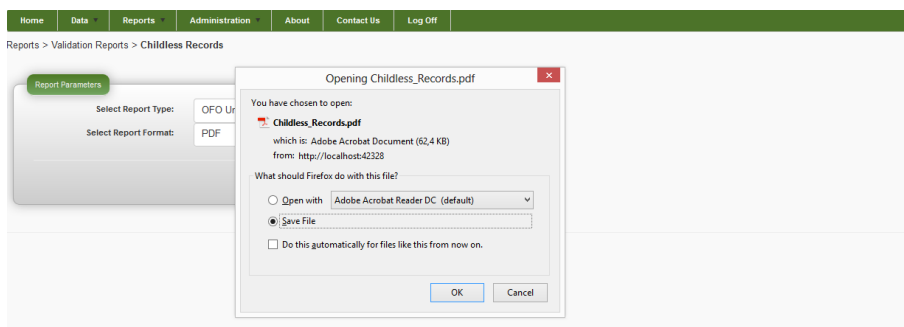
This report extracts all the childless records for a specified report type which is the grouping level as seen below



- Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

OFO CODE	DESCRIPTION
2015-6314	Subsistence Fishers, Hunters, Trappers and Gatherers
2015-8331	Hand and Pedal Vehicle Drivers
2015-8332	Drivers of Animal-drawn Vehicles and Machinery
2015-8624	Water and Firewood Collectors

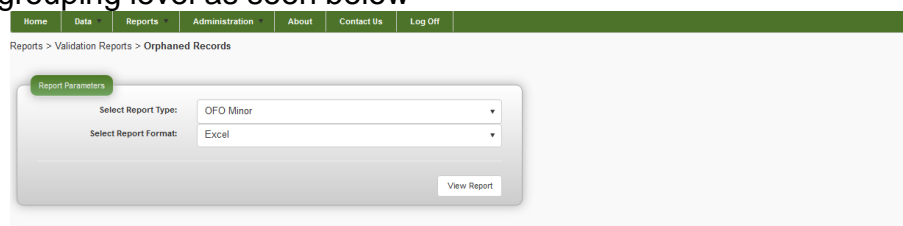
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the OFO grouping and the version
- ii. Description – the description for the OFO grouping
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

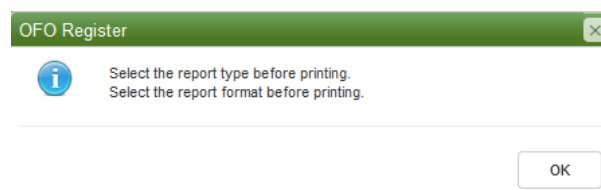
17.3.3 Orphaned Records

Navigate to the Orphaned Records Report menu by going the route Reports → Validation Reports → Orphaned Records.

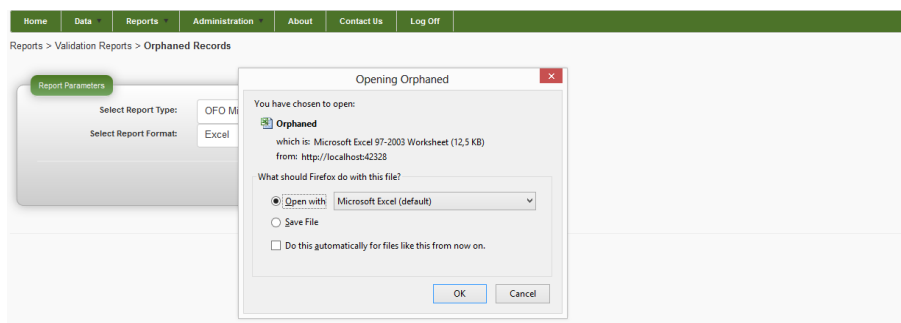
This report extracts all the Orphaned records for a specified report type which is the grouping level as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Minor Groups Version 2015													
OFO Code	Description												

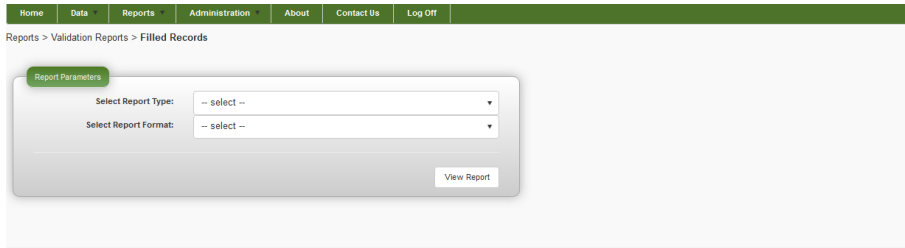
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the OFO grouping and the version
- ii. Description – the description for the OFO grouping
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

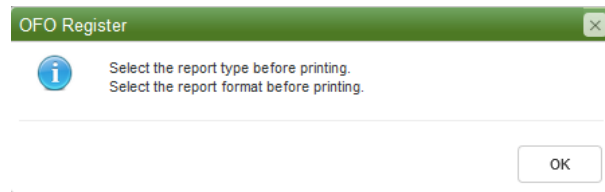
17.3.4 Filled Records

Navigate to the Filled Records Report menu by going the route Reports → Validation Reports → Filled Records.

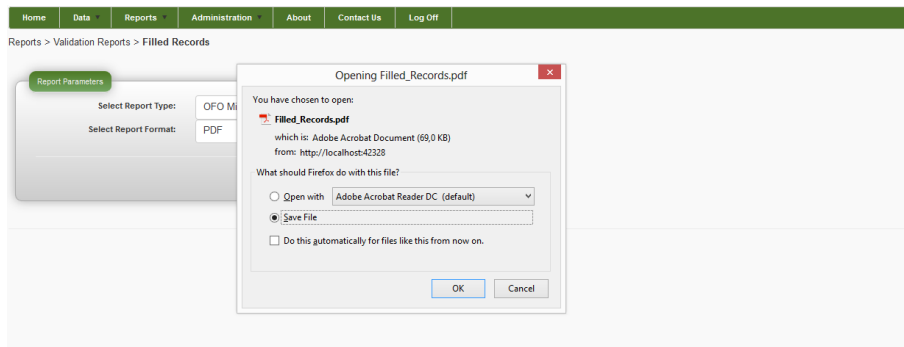
This report extracts all the Filled out series records for a specified report type which is the grouping level as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

OFO CODE	DESCRIPTION
2015-121	Business Services and Administration Managers
2015-134	Professional Services Managers
2015-141	Hotel and Restaurant Managers
2015-143	Other Services Managers
2015-211	Physical and Earth Science Professionals
2015-212	Mathematicians, Actuaries and Statisticians
2015-214	Engineering Professionals (Excluding Electrotechnology)
2015-224	Paramedical Practitioners
2015-226	Other Health Professionals
2015-231	University and Higher Education Teachers
2015-233	Secondary or Intermediate and Senior Education Teachers
2015-234	Primary School and Early Childhood Teachers
2015-235	Other Teaching Professionals
2015-251	Software and Applications Developers and Analysts
2015-252	Database and Network Professionals
2015-261	Legal Professionals

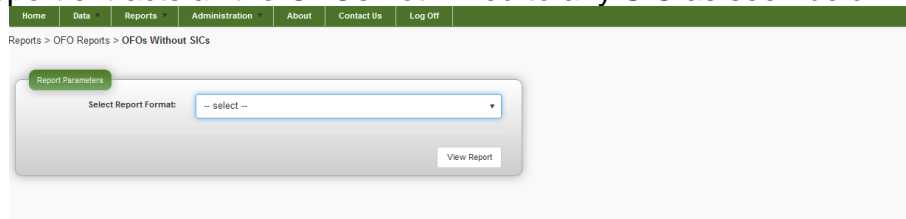
The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the OFO grouping and the version
- ii. Description – the description for the OFO grouping
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references

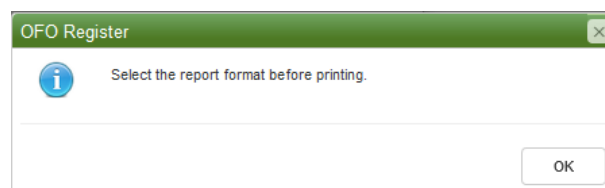
17.3.5 OFOs without SICs

Navigate to the OFOs without SICs Records Report menu by going the route Reports → Validation Reports → OFOs without SICs.

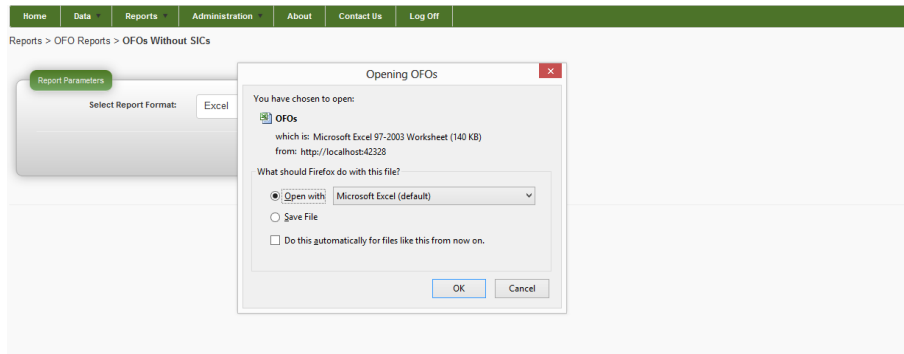
This report extracts all the OFOs not linked to any SIC as seen below



- a. Supply your filter parameters and click the **View Report**. If there is a missing required parameter the system will throw a warning message as below:



- b. If all required filter parameters have been supplied, click the **View Report** and the system will output the applicable report in the selected format as below:



- c. From the dialog box choose an option to open the report or save it to some computer file location of your choice and upon opening the report it reviews the structure below:

OFO Code	Description
2015-11110	Local or Provincial Government Legislator
2015-11110	Member of Parliament / Parliamentarian
2015-11120	General Manager Public Service
2015-11120	Local Authority Manager
2015-11120	Senior Government Official
2015-11120	Senior Police Officer
2015-11120	Ombudsperson
2015-11120	Senior Government Manager
2015-11130	Traditional Leader
2015-11140	Elected Official
2015-11140	Trade Union Representative
2015-11210	Director (Enterprise / Organisation)
2015-12110	Finance Manager
2015-12110	Pavroll Manaer

The report provides the user with the following information

- i. OFO Code - the code that uniquely identifies the occupation and the version
- ii. Description – the title for the occupation
- iii. Version – the version for the group record since publications are done every 2 years and versions need to be maintained for correct references