

Organising Framework for Occupation (OFO)

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Presentation Format

- 1 What is the OFO?
- 2 Key definitions
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- 4 Structure of the OFO
- 5 OFO, Skills Levels and NQF Levels
- 6 Who are the OFO users?
- 7 Conclusion



- Organising Framework for Occupations (OFO) is a skill-based coded classification system, which encompasses all occupations in the South African context.
- It is a key tool for identifying occupations in the SA labour market in terms of supply and demand needs (i.e., scarce and critical skills priorities).
- It informs the development of occupational qualifications.

A SKILL

Ability to carry out the tasks and duties of a given job. Measured in terms of

- *complexity and range of work;*
- *level of formal education required for competent performance; and*
- *amount of informal on-the-job training / previous experience.*

AN OCCUPATION

A set of jobs of which the main tasks are characterized by a high degree of similarity across a range of contexts with similar knowledge requirements.

Occupations are informed by different skills sets and could include skill specialisations, based on:

- *The field of knowledge required*
- *Tools required*
- *Materials worked on or with; and*
- *Kinds of goods and services produced.*

A JOB

A set of tasks and duties carried out or meant to be carried out by one person for a particular employer, including self-employment

- Provides a **common language** for referring to **occupations**.
- Groups occupations according to **similar tasks, skills and knowledge**.
- Provides a **framework to analyze jobs and identify similar tasks and skills** in order to map the jobs to appropriate occupations.
- To enable the identification **scarce, critical and PIVOTAL skills** in the labour market.
- **Employers** must use the OFO to report on scarce, critical and PIVOTAL skills when developing Annexure 2 (also known as Workplace Skills Plan or WSPs).

- 2019-1:** Managers
- 2019-2:** Professionals
- 2019-3:** Technicians and associate professionals
- 2019-4:** Clerical support workers
- 2019-5:** Services and sales workers
- 2019-6:** Skilled agriculture, forestry, fisheries, craft and related trades workers
- 2019-7:** Plant and Machine Operators and Assemblers and
- 2019-8:** Elementary occupations

OFO, SKILLS LEVELS AND NQF LEVELS

NQF Level		Skill Level	Task level	Description	Grading	OFO Major Groups			
High	7 to 10	4	5	Strategic	19 to 26	2. Professionals		1. Managers	
			4	Tactical	14 to 18				
	6	3	3	Specialised	9 to 13	3. Technicians and Associate Professionals			
Intermediate	5	2	2	Discretionary	4 to 8	4. Clerical and Support Workers	5. Service and Sales Workers	6. Skilled Agricultural, Forestry, Fishery, Craft & Related Trades Workers	7. Plant and Machine Operators & Assemblers
	4								
	3								
Entry	2 1	1	1	Basic	1 to 3	8. Elementary Occupations			


 EXAMPLE

Generic Job Title	Job Purpose / Output	OFO Descriptor	OFO Occupation	OFO Code
Police Officer	Maintains public order, enforce laws and patrolling public areas	Maintains public order, and enforces laws by investigating crimes, patrolling public areas and arresting offenders.	Constable (SAPS)	2019-541202
Lawyer	Provide legal advice and provide legal documents	Provide legal advice, prepares and drafts legal documents and conducts negotiations on behalf of clients on matters associated with the law.	Attorney	2019-261101

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**Same generic job title
- different occupations and codes**

Generic Job Title	Job Purpose / Output	OFO Descriptor	OFO Occupation	OFO Code
<p>Business Analyst</p>	<p>To develop strategic financial analyses to enhance business planning and revenue and or income</p>	<p>Develops and implements financial plans for individuals and organisations. Advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate.</p>	<p>Financial Investment Advisor</p>	<p>2019-241301</p>
<p>Business Analyst</p>	<p>To analyse and develop ICT system requirements to enable and enhance organisational performance</p>	<p>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.</p>	<p>ICT Systems Analyst</p>	<p>2019-251101</p>

- **SETAs** are compelled to use OFO in the **SSP** to reflect sector skills needs which are occupations where employees are required.
- **Employers** use the OFO on Annexure 2 [WSPs/ATRs].
- **Quality Council for Trades and Occupations (QCTO)** for developing occupational qualification and certification.
- **NAMB** (National Artisan Managing Body) for implementation of listed trades.

- Start at the top of the **OFO major group** to determine which of the major group descriptors best represent the stated descriptor.
- Which of the **sub-major group, minor group, unit group** best represent the descriptor.
- Remove indicators of seniority e.g. **chief, senior, junior, etc.**
- Find the **most suitable six digit occupation.**

QUICK WAYS TO MAP JOB TITLES TO THE CODES

- Start by getting your organisation's staff list
- Ensure that the staff list has the applicable job title linked to the employee
- Focus on what you have been employed to do and not what your current tasks are
- Search for the applicable job description within the OFO codes
- Map most relevant code to job title

- OFO code advance appropriate and coherent **Skills Planning** as well as **Occupational Qualifications Development**
- Link key **job titles to occupation**.
- Remove indicators of seniority e.g. **chief, senior, junior, etc.**
- OFO codes are continuously updated in response to technical advances and changing business practices – new occupations.

Thank you !

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