

**DRAFT MINUTES OF THE MEETING OF THE TASK TEAM ON
COMMUNITY EDUCATION AND TRAINING CENTRES HELD ON 5
SEPTEMBER 2011 AT ETD P SETA - JOHANNESBURG**

PART 1: PROCEDURAL MATTERS

1. Opening and welcome

The chairperson Ms Febe Potgieter-Gqubule opened the meeting and thanked everyone for attending.

2. Attendance and Apologies

2.1 Attendees

Task Team members

Ms Febe Potgieter-Gqubule
Mr Michael Cosser
Ms Tsakani Chaka
Mr Mabu Raphotle (on behalf of Ms Sesi Nxesi)
Professor John Aitchison

Stakeholders

Ms L Buuoughs	UMALUSI
Ms A Bird	ETQA
Ms T Pooe	EPWP

Department of Higher Education and Training

Mr David Diale Department of Education and Training (DHET)

Secretariat

Ms Juliet Sibiya

2.2 Apologies

Mr Yershen Pillay
Dr Julie Reddy – pending the DHET's decision on revising the consultancy fee.

Members not available to attend

Mr John Maluleke	SADTU
Ms Lulama Nare	SADTU

2.3 Agenda

The programme of the day was planned as follows:

- 2.3.1 Welcome and introductions
- 2.3.2 Minutes of last meeting and matters arising

2.3.3	Presentation on QCTO	Ms Adrian Bird
2.3.4	Presentation on UMALUSI	Ms Liz Burroughs
2.3.5	Presentation on EPWP	Ms Tsholofelo Pooe
2.3.6	DG response to extension	
2.3.6	Conceptual Paper	
2.3.7	Terms of Reference	

2.3.1.1 Welcome and introductions

2.3.1.1.1 The chairperson gave opportunity to stakeholder members to introduce themselves as well as a task team member, Professor John Aitchison who was joining the team for the first time.

2.3.1.1.2 The chairperson gave a briefing on the purpose of the task team.

2.3.2.2 Minutes of last meeting and matters arising

2.3.2.2.1 Minutes were approved with the following corrections: Page 4: 4.1.1 (g): spelling of SANGOG to read SANGOC.

2.3.2.2.2 Minutes must include a section where members can sign them off as acceptance.

2.3.2.2.3 The task team agreed that the team need no longer make reference to the absence of Mr George Maluleke and Ms Lulama Nare of SADTU as it became clear that they are unable to attend task team meetings.

2.3.2.2.4 The team also noted with concern the consistent absence of Mr Yershen Pillay of NYDA, and it agreed to escalate this concern to his seniors to release him at least once to be able to brief the task team on youth issues as the youth component bears special significance to the work of the task team. The youth also agreed that a replacement to attend in his place is also welcomed.

2.3.2.2.5 The budget of the task team on 2.4.7 is inclusive of attending meetings and writing tasks, if literature review can be done by task team members on a per diem basis.

2.3.2.5.6 For community research on 4.3, payment will be done differently as the process of bidding must be followed.

2.3.2.5.7 Additional names of researchers, 2.3.1 were added as follows: Elda Lister and Khulekani Mathe.

2.3.2.2.8 The Green Paper on post-school – task team members agreed to wait for the Minister to publish it with more substantive information to enable the task team to make meaningful contribution to it as well as having its content helping in enhancing the work of the task team.

2.3.2.2.9 The task team agreed to put the Green Paper discussion as an agenda item of the next meeting of the 3 October 2011.

2.3.2.2.10 Terms of Reference: Literature Review – the task team had been made aware that there is already a lot of work done and that the summaries of UNESCO and other country reports can be regarded as a resource.

2.3.2.2.11 Mr Mabu Rapotle has volunteered to do the South African Literature Review and the task team agreed to check with Michael Cosser if he is available to assist in this regard.

2.3.2.2.12 The task team had requested Prof Aitchison to work on the International Literature Review and produce a document of not more than 150 pages.

2.3.2.2.13 The meeting agreed that task team members can be sub-contracted to do the work and be paid per diem for the work done which will be covered by the budget as indicated on 2.4.7

2.3.2.2.14 Reports of Literature Reviews: First draft to be circulated by 1st November 2011 and to be presented in the meeting of the task team on 7 November 2011

2.3.2.2.14 Reports must include evaluation.

2.3.2.2.15 Community Research: is allocated two and a half months, with the submission of the first draft followed by a final draft in January 2012.

2.3.2.2.16 The team suggested that the following groups be considered as focus groups: unemployed youth, employed youth and employed adults.

2.3.2.2.17 The following areas were selected as sites for community research: Durban in KZN based on the criteria that the area is active in adult provision and also caters for a large population. Sekhukhune in Limpopo was chosen as an area representing a poorly developed province.

2.3.2.2.18 The team agreed that one person be contracted to do community project in KZN.

2.3.2.2.19 Revised Terms of Reference for records – interviews to be conducted with NGOs, FET colleges and PALCs. This is anticipated can be done in 5 days.

3. DG response to extension

3.1 The CEO did not agree to circumvent the Treasury regulations of changing task team payment fee for consultancy fee.

3.2 The meeting was of the view that Dr Julie Reddy may no longer be part of the task team pending the outcome above.

3.3 The team suggested that the DG of DHET communicates with the CEO of CEPD

to allow Tsakani to continue with her task team work even though she is paid at task team rate.

4. Concept Paper

4.1 The chairperson explained that as the task team carries along with its work, concurrently it builds on a working document that outlines what it is doing which contains more questions than answers. She further explained that she is responsible for its articulation.

4.2 She explained that the initial discussions focused on looking at long term view which consists of the following:

- starting with small and then building capacity;
- education and training needs of all groups;
- policy environment which looks into current and future developments;
- institutional directions” and
- alignment of issues and challenges

5. Activity Plan

5.1 Reviews of international literature.

5.2 Engagements – task team agreed to invite other stakeholders in meetings.

5.3 Research to be done.

5.4 Members were reminded that the final draft report to the Minister is to be submitted on 30 March 2012.

5.6 Members agreed to submit a progress report to the DG of DHET on 15 September 2011.

5.7 Members to list funding/ funded items throughout, covering all functions that need to be funded.

6. Stakeholders considered to be invited in subsequent meetings:

- SAQA CEO – Mr Samuels Isaacs
- NSF CEO - Mr Mcikama
- Kha ri gude CEO – Ms Veronica Mckay
- Auditor General – once audit on AET is finalized
- SMME (Informal sector training) CEO – Mr Thami Mazwayi
- Public Works – Audit of public facilities

7. Presentations

7.1 Presentation by Adrian Bird on QCTO

7.2 Presentation by Liz Burroughs on UMALUSI

7.3 Presentation by Tsholofelo Poee of EPWP

8. Next meeting to be held on 3 October 2011

8.1 Agenda items to be include: Green Paper, 3 presentations and Public Works Audit Facilities.

9. Tasks for members to be presented in meeting of the 3 October 2011

Activity	Responsibility
request from Dr Lolwana to beef up content for the Task Team on Community Education Centres (TTCE)	Febe
find the results of some work done by FET and private colleges and also to look at the gap created as disarticulation between the two;	Michael
find the results of some work done by FET and public colleges and also to look at the gap created as disarticulation between the two;	Michael
contact Ismaili from Western Cape for SANGOC information though not much is written about it;	Mabu
obtain a 2006 study on non-profit sector by Mark Swilling; funding of NGOs in general and not specifically about adult education	Mabu
obtain more information on NGOs from funding agencies;	Febe to provide more information
obtain information from private colleges and contact Sheperd; and	Febe
obtain information from Examination database 2009 for both public and private colleges, FETMIS	Febe
provide suggested names of researchers	All
work on local literature review	Mabu and Michael
work on international literature review	John
prepare progress report and submit to DG	Febe 15 September 2011