



education

Department:
Education
REPUBLIC OF SOUTH AFRICA



LITERACY CAMPAIGN
SOUTH AFRICA

CIRCULAR: C2 / April 2012

Dear Coordinators

It was indeed a great pleasure for the Kha Ri Gude staff to meet you at our recent training workshop. It goes without saying that without this occasion the Kha Ri Gude operations would fall flat on the ground because the training sessions provide worthwhile opportunities for sharing experiences and energizing each other through the ideas that we exude and the enthusiasm that we all have about the Campaign.

It has been necessary to write you this circular so soon after the workshop because of certain urgent matters which have been raised by the Auditor Generals' (AG) office. Remember that we did indicate to you at the workshop that our operations have come under review especially from the AGs' office. The latter has raised the following matters which need to be brought to your urgent attention to ensure that we comply:

1. Coordinators and Supervisors should not provide catering / meals at the training sessions. This means that you cannot claim for catering either under your name or company if you have one. This applies also to Supervisors.
2. The signatures of the trainees on the training attendance register should be the same as those appearing on the VE's registration forms and all other signatures like on the Supervisor Site Visit Register.

This means that signatures should be consistent i.e. should not vary from one document to another.

3. Trainees are required to sign for the meals which they ate. In other words trainee signatures on the Training Attendance Register used in the past attested to one thing i.e. that they had attended training and not for the food items that they were served with.

Please **do not use the old Training Attendance Registers**. You will be issued with new attendance registers that will have a column indicating what food items each trainee had and their signatures will also be testimony to the food items that they will have eaten.

4. All volunteer registration forms should be accompanied by certified ID copies and proof of ownership of bank account in a form of either a bank stamped registration form or bank statement. This is to ensure that payment of stipends is paid to the legitimate individuals on the correct account.

Failure to comply will result in a volunteer not being registered on the system which means that payments cannot be made to the particular individual.

5. Volunteers who are foreigners are required to submit certified copies of their work permits.

Other matters in this circular relate to the workshop and these are as follows:

- Those of you who require the presentation done at the Monday training session should liaise with Nomsa. Her details are: telephone 012 352 3802; e-mail Twala.n@dbe.gov.za
- Monitors and Coordinators who did not sign contracts at the workshop are requested to submit the contracts as soon as possible in order to conform their appointments for 2012.
- If there are any suggestions that you would like to make regarding the past workshop at St Georges' hotel please send these to us as we are eager to get feedback from you relating to the five days that we spent together.

Please do not hesitate to talk to us about any matter that may not be clear to you, especially the new Monitors and Coordinators who joined the Campaign this year.

Kha Ri Gude Unit.