



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Post Function Shift Induction Workshop

INFORMATION PACK

September- October 2015

INDUCTION PROGRAMME

DAY 1

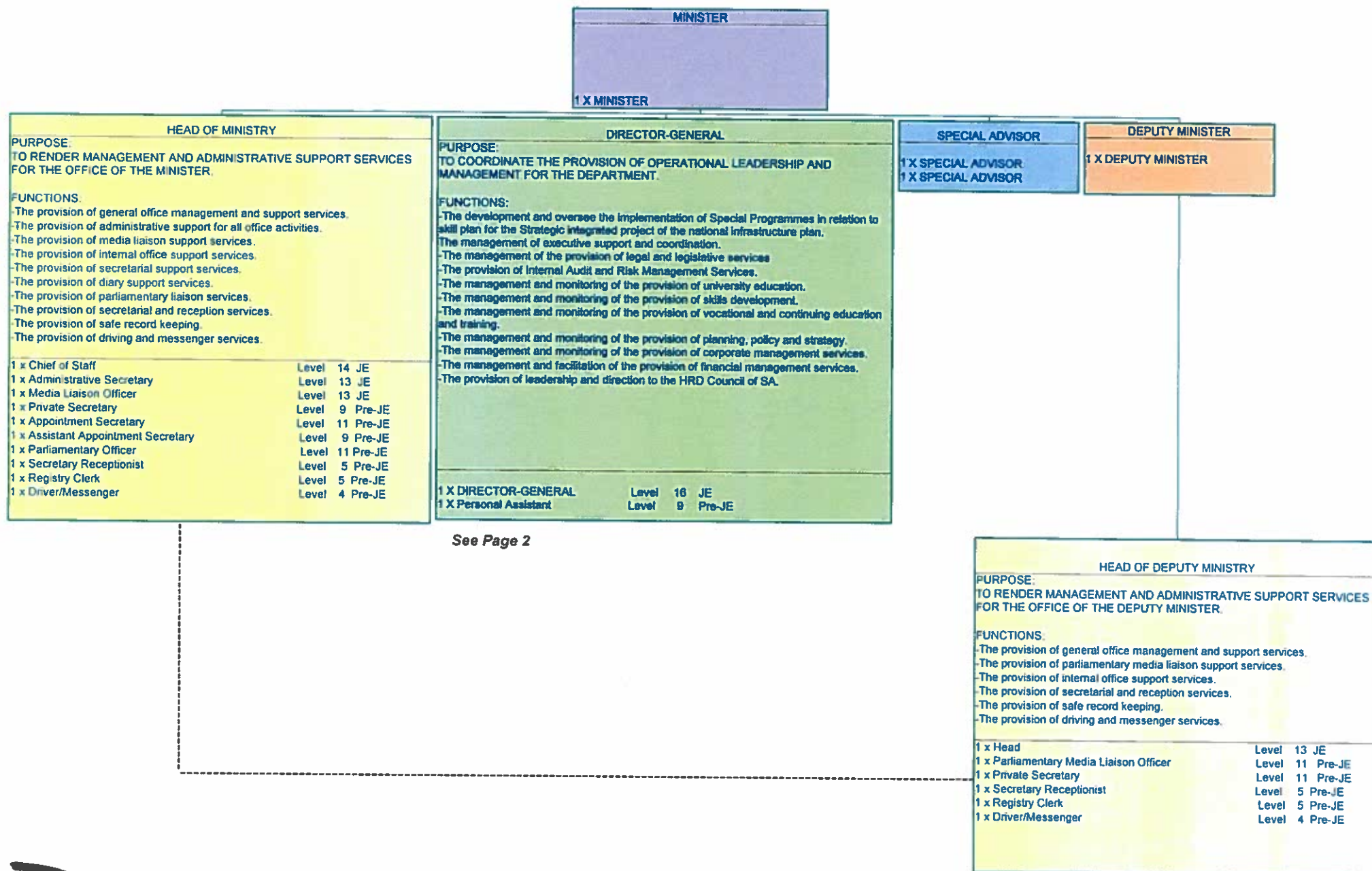
TIME	ITEM	FACILITATOR
08:00-09:00	Registration and Tea	All
09:00-09:15	Welcome and Introductions	Ms L Mbobo
09:15-09:30	DG's Video welcoming Colleges into DHET	All
09:30-09:45	Workshop Agenda	Ms B Maseti
09:45-10:30	Context and overview of Government and role of DHET	Dr B Mahlobo
10:30-11:15	Overview of the Department's strategic plan and APP	Mr R Mgiba
11:15-12:00	DHET Organisational Structure, Regional and College Structures	Ms N Williams
12:00-13:00	LUNCH BREAK	ALL
13:00-14:00	Delegations and Governance: Overview of delegations, governance structures and sub-committees in Colleges	Ms L Mbobo
14:00-15:00	HRD Processes and Procedures: OD, PMDS, IQMS, JE, Training, WSP, SMS financial disclosures and declaration of Remuneration earned outside of the Public Service (ROPS)	Ms B Maseti
15:00-16:00	Finance Processes and Procedures: Assets, Supply Chain, Payroll	Ms. A Poolman / Mr L Kearns
16:00-16:15	CLOSURE	ALL

DAY 2

TIME	ITEM	FACILITATOR
08:00-09:00	Registration and Tea	All
09:00-10:00	HR Administration Processes and Procedures: Appointments, Leave, PILIR, Terminations, Staff Benefits	Mr F Reyneke
10:00-11:00	Facilities Management Processes and procedures: Records, File Plan, Subsidised cars, Facilities flow	Mr V Phatela
11:00-12:00	IT Processes and procedures: Persal and DHET domain connectivity	Mr S Ngcobo
12:00-13:00	LUNCH BREAK	ALL
13:00-14:00	Labour Relations Processes and procedures: Update on HR policies, Employee Health and Wellness, Misconduct, Incapacity, Grievances	Mr J Slater
14:00-15:00	CET Colleges	Mr D Diale / Ms T Masondo
15:00-15:15	CLOSURE	Ms N Williams

DAY 1

ORGANIZATIONAL STRUCTURE AND POST ESTABLISHMENT:
DEPARTMENT OF HIGHER EDUCATION AND TRAINING



ORGANIZATION OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

DIRECTOR-GENERAL

PURPOSE:

TO COORDINATE THE PROVISION OF OPERATIONAL LEADERSHIP AND MANAGEMENT FOR THE DEPARTMENT.

FUNCTIONS:

- The development and oversee the implementation of Special Programmes in relation to skill plan for the Strategic integrated project of the national infrastructure plan.
- The management of executive support and coordination.
- The management of the provision of legal and legislative services
- The provision of Internal Audit and Risk Management Services.
- The management and monitoring of the provision of university education.
- The management and monitoring of the provision of skills development.
- The management and monitoring of the provision of vocational and continuing education and training.
- The management and monitoring of the provision of planning, policy and strategy.
- The management and monitoring of the provision of corporate management services.
- The management and facilitation of the provision of financial management services.
- The provision of leadership and direction to the HRD Council of SA.
- The management and monitoring of the provision of TVET.
- The management and monitoring of the provision of CET.

1 X DIRECTOR-GENERAL

Level 18 JE

1 X Personal Assistant

Level 9 Pre-JE

BRANCH: TECHNICAL VOCATIONAL EDUCATION AND TRAINING

PURPOSE:

TO MANAGE AND MONITOR THE PROVISION OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING.

FUNCTIONS:

- The management of technical vocational education and training system planning and institutional support.
- The management of programmes and qualifications.
- The management of financial planning.
- The management of national examinations and assessment.
- The management of work integrated learning, partnerships and innovation

1 x Deputy Director-General

Level 15 JE

1 x Deputy Director

Level 11 Pre-JE

1 x Personal Assistant

Level 8 Pre-JE

BRANCH: COMMUNITY EDUCATION AND TRAINING

PURPOSE:

TO MANAGE AND MONITOR THE PROVISION OF COMMUNITY EDUCATION AND TRAINING

FUNCTIONS:

- The management of CET system planning, institutional development and support.
- The management of education, training and development and support.
- The management of financial planning.
- The management of college system infrastructure planning and development.

1 x Deputy Director-General

Level 15 JE

1 x Deputy Director

Level 11 Pre-JE

1 x Personal Assistant

Level 8 Pre-JE

2

**DRAFT PROPOSED ORGANIZATIONAL STRUCTURE AND POST ESTABLISHMENT:
FOR TVET AND CET COLLEGES 4 AUGUST 2015**

BRANCH: TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET)	
PURPOSE: TO MANAGE AND MONITOR THE PROVISION OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING.	
FUNCTIONS: -The management of TVET system planning and institutional support. -The management of TVET programmes and qualifications. -The management of TVET financial planning and management. -The management of national examinations and assessments. -The management of work integrated learning, partnerships and innovation.	
1 x Deputy Director-General	Level 15 JE
1 x Deputy Director	Level 11 Pre-JE
1 x Personal Assistant	Level 8 Pre-JE

CHIEF DIRECTORATE: TVET SYSTEM PLANNING AND INSTITUTIONAL SUPPORT	
PURPOSE: TO MANAGE TVET SYSTEM PLANNING AND INSTITUTIONAL SUPPORT.	
FUNCTIONS: -The provisioning of TVET management and governance support. -The provisioning of private colleges. -The provisioning of TVET monitoring and evaluation.	
1 x Chief Director	Level 14 JE
1 x Personal Assistant	Level 7 Pre-JE
1 x Senior Administrative Officer	Level 8 Pre-JE

See Page 3

CHIEF DIRECTORATE : TVET PROGRAMMES AND QUALIFICATIONS	
PURPOSE: TO MANAGE TVET PROGRAMMES AND QUALIFICATIONS.	
FUNCTIONS: -The provisioning of TVET curriculum development and support. -The provisioning of TVET lecture development and support. -The provisioning of TVET student development and support. -The provisioning of TVET partnership, linkages and innovations.	
1 x Chief Director	Level 14 JE
1 x Personal Assistant	Level 7 Pre-JE
1 x Senior Administrative Officer	Level 8 Pre-JE

See Page 7

CHIEF DIRECTORATE: TVET COLLEGES FINANCIAL PLANNING AND MANAGEMENT	
PURPOSE: TO MANAGE FINANCIAL PLANNING FOR THE TVET COLLEGES.	
FUNCTIONS: -The development and maintenance of policies and systems for TVET Colleges institutional funding. -The planning, management and monitoring of the equitable distribution of budget for TVET Colleges.	
1 x Chief Director	Level 14 JE
1 x Personal Assistant	Level 7 Pre-JE
1 x Senior Administrative Officer	Level 8 Pre-JE

See Page 12

CHIEF DIRECTORATE : NATIONAL EXAMINATIONS AND ASSESSMENT	
PURPOSE: TO MANAGE NATIONAL EXAMINATIONS AND ASSESSMENT.	
FUNCTIONS: -The provisioning of resulting and certification. -The provisioning of item development and marking. -The provisioning of examinations management, administration and monitoring. -The provisioning of institutional assessment.	
1 x Chief Director	Level 14 JE
1 x Personal Assistant	Level 7 Pre-JE
1 x Senior Administrative Officer	Level 8 Pre-JE

See Page 15

CHIEF DIRECTORATE: WORK INTEGRATED LEARNING, PARTNERSHIPS AND INNOVATION	
PURPOSE: TO MANAGE THE WORK INTEGRATED LEARNING, PARTNERSHIPS AND INNOVATION.	
FUNCTIONS: -The provisioning of learner support services. -The provisioning of industry partnership and innovation.	
1 x Chief Director	Level 14
1 x Personal Assistant	Level 7 Pre-JE
1 x Senior Administrative Officer	Level 8 Pre-JE

See Page 16

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**DRAFT PROPOSED ORGANIZATIONAL STRUCTURE AND POST ESTABLISHMENT:
FOR TVET AND CET COLLEGES 4 AUGUST 2015**

BRANCH: COMMUNITY EDUCATION AND TRAINING	
PURPOSE: TO MANAGE AND MONITOR THE PROVISION OF COMMUNITY EDUCATION AND TRAINING	
FUNCTIONS: -The management of CETC system planning, institutional development and support. -The management of education, training and development and assessment -The management of financial planning. -The management of college system infrastructure planning and development	
1 x Deputy Director-General	Level 15 JE
1 x Deputy Director	Level 11 Pre-JE
1 x Personal Assistant	Level 8 Pre-JE

CHIEF DIRECTORATE: CET SYSTEM PLANNING, INSTITUTIONAL DEVELOPMENT AND SUPPORT PURPOSE: TO MANAGE CETC SYSTEM PLANNING, INSTITUTIONAL DEVELOPMENT AND SUPPORT FUNCTIONS: -The provisioning of management and governance support -The provisioning of institutional planning and support. -The provisioning of CETC monitoring and evaluation	CHIEF DIRECTORATE : EDUCATION, TRAINING AND DEVELOPMENT ASSESSMENT. PURPOSE: TO MANAGE EDUCATION, TRAINING AND DEVELOPMENT ASSESSMENT. FUNCTIONS: -The provisioning of Programme, curriculum and development support -The provisioning of Lecture development and support -The provisioning of curriculum resourcing -The provisioning of partnership and linkages	CHIEF DIRECTORATE: CET COLLEGES FINANCIAL PLANNING AND MANAGEMENT PURPOSE: TO MANAGE FINANCIAL PLANNING FOR THE CET COLLEGES. FUNCTIONS: -The development and maintenance of policies and systems for CET Colleges funding. -The planning, management and monitoring of the equitable distribution of budget for CET Colleges.	CHIEF DIRECTORATE : COLLEGES SYSTEM INFRASTRUCTURE PLANNING AND DEVELOPMENT PURPOSE: TO MANAGE THE SYSTEM INFRASTRUCTURE PLANNING AND DEVELOPMENT FOR CET AND CET COLLEGES. FUNCTIONS: -The provisioning of building development and maintenance. -The provisioning of spatial planning and infrastructure development.
1 x Chief Director Level 14 JE 1 x Personal Assistant Level 7 Pre-JE 1 x Senior Administrative Officer Level 8 Pre-JE	1 x Chief Director Level 14 JE 1 x Personal Assistant Level 7 Pre-JE 1 x Senior Administrative Officer Level 8 Pre-JE	1 x Chief Director Level 14 JE 1 x Personal Assistant Level 7 Pre-JE 1 x Senior Administrative Officer Level 8 Pre-JE	1 x Chief Director Level 14 JE 1 x Personal Assistant Level 7 Pre-JE 1 x Senior Administrative Officer Level 8 Pre-JE

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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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Tel: (021) 469 5175, Fax: (021) 461 4761

FUNCTION SHIFT HUMAN RESOURCES CIRCULAR 11 OF 2015

HUMAN RESOURCES: ORGANISATIONAL DEVELOPMENT (OD)

TO: BRANCH HEAD: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING (VCET)
REGIONAL MANAGERS/ CHIEF DIRECTORS
UNIT DIRECTORS: COMMUNITY EDUCATION AND TRAINING (CET)
UNIT DIRECTORS: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET)
PRINCIPALS: TVET AND CET COLLEGES
TVET COLLEGE DEPUTY PRINCIPALS: CORPORATE SERVICES
TVET COLLEGE HUMAN RESOURCE MANAGERS

CC: CHAIRPERSONS OF TVET AND CET COLLEGE COUNCILS

Below is an outline of all interim arrangements applicable to Organisational Development processes until further notice:

1. 2015/16 WORKPLACE SKILLS PLANS

- a) The Skills Development Act, Act 97 of 1998 requires employers to set aside at least 1% of the Payroll budget for the training and education of employees.
- b) 30% of this 1% goes to the Education and Training Authority.
- c) The Act requires that a Skills Development and Training Committee (SDTC), comprising of organised labour and employer representatives be established and a Skills Development Facilitator (SDF) be appointed to ensure effective implementation of the Act.

Higher Education and Training • Hoër Onderwys en Opleiding • Imfundvo Lephakeme Nekuqesha • Ifundo Ephakemeko Nebandulo
IMfundo Ephakeme Nokuqesha • IMfundo ePhakamileyo noQeqesho • Dyondzo ya le Henhla na Vuleteri • Pfunzo ya Ntsha na Vhugudisi
Thuto ya Godimo le Tihahlo • Thuto e Phahameng le Thupelo • Thuto e Kgolwane le Katiso

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- d) Colleges are also required to develop annual Workplace Skills Plans (WSPs) and Annual Training Plans using the prescribed formats.
- e) From the report received from the ETDP SETA, there is limited compliance with the Skills Development and the Skills Development Levies Acts by Colleges and that Colleges are claiming far less than what they should.
- f) Colleges that have been unable to comply must please contact Mr Mogaladi who will provide guidance and advice.

2. PMDS TEMPLATES TO BE USED FOR THE 2015/16 CYCLE

- a) Except for the Principal and the Regional Manager, College and/or PED templates must be used for this cycle.
- b) The PMDS template of the College requires the signature of a PMDS verifier; the PMDS officials must sign this part (This is the last signature on the form and PED officials responsible for College PMDS processes used to sign here).
- c) Colleges without own PMDS forms and templates must use the PED forms used before function shift on 1 April 2015.
- d) For the processing of performance management scores, the two score capturing templates PMDS and IQMS (Annexure 1 & 2 respectively) attached, related to scores for 2014 /2015 must be completed at TVET College and CET Centre/ College levels and submitted to Regional Managers.
- e) Please note the PMDS template must be used for capturing scores of staff rated according to PMDS and PMDS-ED.
- f) The consolidated Score capturing forms, signed by the Principals and the Regional Manager, must be submitted to Mr Rendani Thovhogi from DHET OD Team via the Acting Deputy Director-General (A/DDG): VCET, Dr Mahlobo's office by no later than 10 September 2015 (if not already done).

3. PMDS DOCUMENTS TO BE SUBMITTED TO HEAD OFFICE

- a) Only PMDS documents of senior managers (Principals and regional SMS employees on level 13 and 14) must come to Head Office .
- b) Regional Managers (Chief Directors) serve as central submission points for all PMDS documents including score sheets coming to Head Office.
- c) The Acting DDG: VCET (Dr Mahlobo) will obtain these documents from the six Regional Managers and in turn, submit to the PMDS team at the national office

- d) All other staff PMDS-related documentation will be administered and processed at TVET College and CET College level, with scores provided to head office as outlined below.

4. PMDS TEMPLATE TO BE USED COMPLETED TO CAPTURE THE 2014/15 QUARTERLY AND ANNUAL SCORES

- a. Pay Progression for 2014/2015 will be processed using the attached templates; these should be submitted to DHET by no later than **10 September 2015** (if not already done).
- b. This should include a letter signed by the respective College Principals and/or Regional Directors validating and approving the scores captured, as well as minutes of the meeting associated with the validation and approval of scores by the College Council or relevant monitoring committee.
- c. The score capturing sheets for both IQMS and PMDS scores must be completed at College level and submitted to regional management for sign off.
- d. These sheets must exclude performance scores of Principals and Regional Managers and Directors.
- e. The signed score sheets must be submitted to the office of A/DDG: VCET per region, by the Regional Managers.
- f. HR will get these signed forms from A/DDG: VCET's office for further processing.
- g. All completed and signed score sheets must be in by 10 September 2015.

5. COLLEGES WIL CAPTURE OWN QUARTERLY AND ANNUAL PERFORMANCE SCORES FOR THE 2014/15 FINANCIAL YEAR

College HR Staff (max 2 people per College) responsible for PMDS are expected to come to DHET to capture these scores onto Persal to effect payments of the 2014/2015 pay progression as per the schedule below:

No	PROVINCE	COLLEGE	CAPTURING START DATE	CAPTURING END DATE
1	North West	Orbit	14/09/2015	15/09/2015
2	North West	Taletso	14/09/2015	15/09/2015
3	North West	Vuselela	14/09/2015	15/09/2015
4	Northern Cape	Northern Cape Rural	14/09/2015	15/09/2015
5	Northern Cape	Northern Cape Urban	14/09/2015	15/09/2015

No	PROVINCE	COLLEGE	CAPTURING START DATE	CAPTURING END DATE
6	Western Cape	Cape Town	16/09/2015	17/09/2015
7	Western Cape	South Cape	16/09/2015	17/09/2015
8	Western Cape	Boland	16/09/2015	17/09/2015
9	Western Cape	False Bay	16/09/2015	17/09/2015
10	Western Cape	Northlink	16/09/2015	17/09/2015
11	Western Cape	West Coast	16/09/2015	17/09/2015
12	Gauteng	Ekurhuleni East	21/09/2015	22/09/2015
13	Gauteng	Tshwane North	21/09/2015	22/09/2015
14	Gauteng	Tshwane South	21/09/2015	22/09/2015
15	Gauteng	Central Johannesburg	21/09/2015	22/09/2015
16	Gauteng	Ekurhuleni West	21/09/2015	22/09/2015
17	Gauteng	South West Gauteng	23/09/2015	24/09/2015
18	Gauteng	Westcol	23/09/2015	24/09/2015
19	Gauteng	Sedibeng	23/09/2015	24/09/2015
20	Mpumalanga	Ehlanzeni	23/09/2015	24/09/2015
21	Mpumalanga	Gert Sibande	23/09/2015	24/09/2015
22	Mpumalanga	Nkangala	23/09/2015	24/09/2015
23	Limpopo	Capricorn	28/09/2015	29/09/2015
24	Limpopo	Lephalale	28/09/2015	29/09/2015
25	Limpopo	Letaba	28/09/2015	29/09/2015
26	Limpopo	Vhembe	28/09/2015	29/09/2015
27	Limpopo	Waterberg	28/09/2015	29/09/2015
28	Limpopo	Mopani South East	30/09/2015	01/10/2015
29	Limpopo	Sekhukhune	30/09/2015	01/10/2015
30	Free State	Flavius Mareka	30/09/2015	01/10/2015
31	Free State	Goldsfieds	30/09/2015	01/10/2015
32	Free State	Maluti	30/09/2015	01/10/2015
33	Free State	Motheo	30/09/2015	01/10/2015
34	Kwa Zulu Natal	Coastal KZN	05/10/2015	06/10/2015
35	Kwa Zulu Natal	Esayidi FET	05/10/2015	06/10/2015
36	Kwa Zulu Natal	Majuba	05/10/2015	06/10/2015
37	Kwa Zulu Natal	Mnambithi	05/10/2015	06/10/2015
38	Kwa Zulu Natal	Mthashana	05/10/2015	06/10/2015
39	Kwa Zulu Natal	Thekwini	07/10/2015	08/10/2015
40	Kwa Zulu Natal	Umfolozi	07/10/2015	08/10/2015
41	Kwa Zulu Natal	Umgungundlovu	07/10/2015	08/10/2015
42	Kwa Zulu Natal	Elangeni	07/10/2015	08/10/2015
43	Eastern Cape	Eastcape Midlands	07/10/2015	08/10/2015
44	Eastern Cape	Ikhala	12/10/2015	13/10/2015

No	PROVINCE	COLLEGE	CAPTURING START DATE	CAPTURING END DATE
45	Eastern Cape	King Sabatha Dalindyebo	12/10/2015	13/10/2015
46	Eastern Cape	Lovedale	12/10/2015	13/10/2015
47	Eastern Cape	Port Elizabeth	12/10/2015	13/10/2015
48	Eastern Cape	Buffalo City	14/10/2015	15/10/2015
49	Eastern Cape	Ingwe	14/10/2015	15/10/2015
50	Eastern Cape	King Hintsa	14/10/2015	15/10/2015

6. HISTORICAL BACKLOG OF PERFORMANCE-BASED INCENTIVES

The DHET is aware that nationally there are outstanding performance-related incentives owed to TVET College staff, for one reason or another.

Please note the liability for these payments will rest either with the TVET College or the Provincial Education Department (PED) and as such MUST be signed off by the College Principal and Council Chairperson for previous college employees, and the Head of Department or of the respective PED employees, before DHET can process any payments due.

HR MANAGERS AT TVET COLLEGES ARE THEREFORE REQUIRED TO DO THE FOLLOWING:

- Collate all outstanding payments due to staff using the previous 'staff data update' spreadsheets used to assess Colleges staff wage bill.
- College HR should add columns related to pay progression backlog payments at the end of the wage bill spreadsheets so that it is clear what payment is due to which staff member and for which year.
- The added columns must indicate the amount payable for a particular year as calculated in conjunction with PED HR Colleagues.

Please liaise with TVET Unit Directors and/or Regional Managers to assist with accessing PED HR Colleagues for this process.

- Once completed the data must be signed off as an accurate and true reflection of backlog payments due to Persal and previously paid College staff by the PED HOD and/or Regional Managers and College Principal respectively.
- College HR Teams should work in conjunction with College and/or SAICA Support CFO's as well as PED HR Colleagues (for previously paid PED Persal staff), in calculating these backlogs liabilities.
- The final assessment of the cost implications must be presented and signed off by the HR Sub-Committee of the TVET College Council for ratification for all previous college paid

staff and PED HOD's delegate for Persal paid staff affected, before these payments are made.

- g) The approved submissions must be submitted to the office of the A/DDG: VCET per region, by the Regional Managers.
- h) Head Office HR will get these from the A/DDG:VCET's office for further processing.

Please note:

- *It is crucial that TVET College HR Teams cross reference the staff start dates on staff payslips with actual start dates to ensure accuracy for pay progression.*
- *Persal will not process pay progression unless the staff member is in the system for 12 months or more so it is the responsibility of the TVET College HR and Principal to ensure that the start dates for all staff are correctly captured on Persal.*
- *TVET College HR Teams are to liaise with Mr. John Smith in HRM&A to schedule processing of such at DHET via email address Smith.J@dhet.gov.za*

7. TRAINING OF SENIOR MANAGERS ON THE DHET PMDS SYSTEM

- a) A few Principals have not been trained on Chapter 4 of the SMS Handbook, which is the PMDS policy for senior managers.
- b) Regional Managers are requested to arrange basic training sessions which could be linked to other gatherings of senior managers in a region.
- c) The HR team at Head Office will accept and cooperate with the invites to these sessions. One session could take 3 to 4 hours.

8. EVALUATION OF COLLEGE POSTS

- a) General Job Evaluation (JE) processes for TVET and CET College posts will be on hold until the college structure have been confirmed. For consistency across institutions, Job Evaluation will be a centralized process. Colleges will be informed of developments in this regard.
- b) The process of JE for Principals and Deputy Principals is now complete and results are currently being finalized. It is also hereby confirmed that going forward all heads of TVET or CET Colleges will be referred to as Principals. No other job title will be used within the DHET.

9. COLLEGE STRUCTURES / ORGANOGRAMS

- a) The generic College structure / organogram has not been finalized and approved.

- b) Work is currently being done on establishing Post Provisioning Norms for both TVET and CET Colleges, which will assist in informing College structures in the future. Colleges will be kept informed of developments.

10. JOB DESCRIPTION TEMPLATES

- a) Colleges without standard job description forms or templates may request the DHET template from the office of Ms B Maseti at Maseti.B@dhnet.gov.za.
- b) One common template must be used in a College to avoid confusion and inconsistency.

11. CONCLUDING REMARKS

Please ensure that where necessary and applicable, you communicate aspects of this Circular with your staff and are able to appropriately assist and deal with queries related to OD at the College level.

For any matters and clarity related to Organisational Development and Performance Management, the HR Managers and Deputy Principal Corporate Services at TVET Colleges must be the first point of contact.

Staff at CET Colleges should address queries in the first instance to their supervisors, CET Principals and/or Regional Managers.

Should there be any queries related to the content of this Circular, please contact the OD Team as follows:

PMDS:	Mr Rendani Thovhogi : Thovhogi.R@dhnet.gov.za
Training and Development:	Mr Oupa Mogaladi: Mogaladi.J@dhnet.gov.za
OD:	Ms Portia Lethuba: Lethuba.P@dhnet.gov.za
Director:	Ms Bolekwa Maseti: Maseti.B@dhnet.gov.za

Kind regards



Ms LC Mbobo

Deputy Director-General: Corporate Services

Date: 4/09/2015



DEPARTMENT OF HIGHER EDUCATION AND TRAINING

SUPPLIER MAINTENANCE:

BAS ☐ PMIS ☐ LOGIS ☐ WCS ☐

CONTRACTOR
CONSULTANT

Head Office Only

Captured By: _____
Date Captured: _____
Authorised By: _____
Date Authorised: _____
Supplier code: _____

Enquiries: : _____
Tel. No.: _____

OFFICE:

The Director General : DEPARTMENT OF HIGHER EDUCATION AND TRAINING

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post. Please ensure information is validate as per required bank screens .

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax Number	
VAT Number	
Title:	
Initials:	
First Name:	
Surname:	

Address Detail

Payment Address	
(Compulsory if Supplier)	
Postal Code	

New Detail

☐ New Supplier information ☐ Update Supplier information

Supplier Type: ☐ Individual ☐ Department ☐ Partnership
☐ Company ☐ Trust
☐ CC ☐ Other (Specify)

Department Number

[illegible]

(Please note that this account **MUST** be in the name of the supplier. No 3rd party payments allowed).

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☐	Cheque Account
☐	Savings Account
☐	Transmission Account
☐	Bond Account
☐	Other (Please Specify)

Savings Account

Bond Account

Other (Please Specify)

[illegible]

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cable

[illegible]

Bank stamp

ABSA-CIF screen

FNB-Hogans system on the CIS4

STD Bank-Look-up-screen

Nedbank- Banking Platform under the Client Details Tab

Contact Details	
First Name	
Last Name	
Phone	
Email	
Address	
City	
State	
Zip	

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Telephone Number

Extension

--	--	--	--	--	--	--	--	--

Telephone Number

Extension

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Fax Number

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Cell Number

Regional Office Sender

Print Name _____

	/		/					/		/				
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Date (dd/mm/yyyy)

**PLEASE RETURN TO THE RELEVANT REGIONAL
OFFICE THAT SUPPLIED THE FORM OR
THE FOLLOWING ADDRESS:**

CET 1

TOTAL:	GRAND TOTAL:
.	#REF!

[illegible]

APPROVED BY:
DATE:

14

PERSAL BETP
5.06.05(01)

SALARY ENQUIRIES:HIGHER EDUCATION
ENQUIRY PAY GROUP DETAILS

2015-09-01
15:39:37.1
630186

PAY GROUP....: 01 PERMANENTS - 15TH
PAY TYPE.....:

STATUS.....: OPEN
PROCESS STATUS...: NOT BUSY
CLOSING DATE

	SAL.EFF.DATE	PAY DATE	CLOSING DATE
	-----	-----	-----
CURRENT.....:	20150930	20150915	20150904
FUTURE.....:	20151031	20151015	20151002
	20151130	20151113	20151030
	20151231	20151215	20151204
	20160131	20160115	
	20160229	20160212	
	20160331	20160311	
	20160430	20160415	
	20160531	20160513	
	20160630	20160615	
	20160731	20160715	
	20160831	20160812	
	20160930	20160915	

'Y' TO VIEW PREVIOUS : N

Private Bag X174, PRETORIA, 0001, South Africa, Tel: +27 12 312 5911, Fax: +27 12 323 5618
Private Bag X9192, CAOE TOWN, 8000, South Africa, Tel: +27 21 468 7000, Fax: +27 21 461 4761

APPLICATION TO PAY SALARY / CLAIM INTO BANKING ACCOUNT (BANK FORM)

The Accounting Officer

I, _____
FULL NAME(S) AND SURNAME IN BLOCK LETTERS

HEREBY REQUEST THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING TO
PAY MY SALARY / CLAIM INTO MY BANK ACCOUNT AT THE UNDER-MENTIONED BANK,
UNTIL FURTHER NOTICE

[illegible][illegible]

[illegible][illegible][illegible]

Indicate with X

7

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11

Rank/Designation of Applicant

Initials and surname of Bank Official

Signature of Applicant

Signature of Bank Official

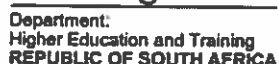
**BANK DATE STAMP AS CONFIRMATION /
VERIFICATION OF ACCOUNT DETAILS**

PLEASE NOTE THAT ALL INFORMATION ON THIS FORM MUST BE COMPLETED

Tel no. of Branch ()

2015/16-FINANCIAL YEAR									
FINANCIAL MANAGEMENT SYSTEM CODE LIST: DEPARTMENT OF HIGHER EDUCATION AND TRAINING									
TVET COLLEGES									
PROGRAMME 4: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING	RESPONSIBILITY MANAGER	FUND CODE	FUND NAME	RESP CODE	RESPONSIBILITY NAME	OBJ CODE	OBJECTIVE NAME	PROJECT CODE	PROJECT NAME
TVET COLLEGES: MANAGEMENT	Vacant	341278	VOTED FUNDS	32600278	TVET MANAGEMENT	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: EASTERN CAPE	Ms N Teka	341278	VOTED FUNDS	32436278	TVET MANAGEMENT: EC	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr DR Singh	341278	VOTED FUNDS	32437278	BUFFALO CITY COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms N Chagi	341278	VOTED FUNDS	32438278	EAST CAPE MIDLANDS COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr N Tom	341278	VOTED FUNDS	32439278	IKHALA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr DL Leputla	341278	VOTED FUNDS	32440278	INGWE COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms N Balfour	341278	VOTED FUNDS	32441278	KING HINTSA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr G Smit	341278	VOTED FUNDS	32442278	KING SABATA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr LL Ngubefanga	341278	VOTED FUNDS	32443278	LOVEDALE COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr K Matiso	341278	VOTED FUNDS	32444278	PORT ELIZABETH COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: FREE STATE	Mr M Mokgatle	341278	VOTED FUNDS	32445278	TVET MANAGEMENT: FS	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr TS Letho	341278	VOTED FUNDS	32446278	FLAVIUS MAREKA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Dr LM Fourie	341278	VOTED FUNDS	32447278	GOLD FIELDS COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr V Mabena	341278	VOTED FUNDS	32448278	MALUTI COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mrs MDM Phutsisi	341278	VOTED FUNDS	32449278	MOTHEO COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: GAUTENG	Mr M Mokgatle	341278	VOTED FUNDS	32455278	TVET MANAGEMENT: GP	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr W Botes	341278	VOTED FUNDS	32456278	CENTRAL JOHANNESBURG COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms H Sibande	341278	VOTED FUNDS	32457278	EKURHULENI EAST COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms HM Ndutleng	341278	VOTED FUNDS	32458278	EKURHULENI WEST COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Dr AE Mashale	341278	VOTED FUNDS	32459278	SEDIBENG COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr DL Nkosi	341278	VOTED FUNDS	32451278	SOUTH WEST COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr S Sethusha	341278	VOTED FUNDS	32452278	TSHWANE NORTH COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr J Chiloane	341278	VOTED FUNDS	32453278	TSHWANE SOUTH COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr LSD Coetzer	341278	VOTED FUNDS	32454278	WESTERN COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: KWAZULU NATAL	Mr F Ingram	341278	VOTED FUNDS	32459278	TVET MANAGEMENT: KZN	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr SB Ndlovu	341278	VOTED FUNDS	32460278	COASTAL COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms M Peters	341278	VOTED FUNDS	32461278	ELANGENI COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Dr SJ Nzimande	341278	VOTED FUNDS	32462278	ESAYIDI COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr S Mlotshwa	341278	VOTED FUNDS	32463278	MAJUBA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms D Dlamini	341278	VOTED FUNDS	32464278	MNAMBITHI COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr GB Dimba	341278	VOTED FUNDS	32465278	MTHASHANA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr R Cadir	341278	VOTED FUNDS	32466278	THEKWINI COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS

	Mr S Zungu	341278	VOTED FUNDS	32467278	UMFOLOZI COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms PN Ntshangase	341278	VOTED FUNDS	32468278	UMGUNGUNDLOVU COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: LIMPOPO	Ms SR Mantshu	341278	VOTED FUNDS	32475278	TVET MANAGEMENT: LIMPOPO	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr KR Madzhe	341278	VOTED FUNDS	32476278	CAPRICORN COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr L Mamabolo	341278	VOTED FUNDS	32489278	LEPHALE COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr KA Manganyi	341278	VOTED FUNDS	32470278	LETABA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr ML Baloyi	341278	VOTED FUNDS	32471278	MOPANI COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr TJ Kekana	341278	VOTED FUNDS	32472278	SEKHUKHUNE COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr FL Ramonyase	341278	VOTED FUNDS	32473278	VHEMBE COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms S Lekolane	341278	VOTED FUNDS	32474278	WATERBERG COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: MPUMALANGA	Dr E Pedro	341278	VOTED FUNDS	32480278	TVET MANAGEMENT: MP	30121278	TVET COLLEGES	4278	NO PROJECTS
	Dr T Dhlamini	341278	VOTED FUNDS	32477278	EHLANZENI COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr N Bal'nshen	341278	VOTED FUNDS	32478278	GERT SIBANDE COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Dr SP Qwabe	341278	VOTED FUNDS	32479278	NKANGALA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: NORTHERN CAPE	Mr Z Siyengo	341278	VOTED FUNDS	32481278	TVET MANAGEMENT: NC	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr P Sago	341278	VOTED FUNDS	32482278	RURAL COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Dr CF Barnes	341278	VOTED FUNDS	32483278	URBAN COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: NORTH WEST	Dr E Pedro	341278	VOTED FUNDS	32486278	TVET MANAGEMENT: NW	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms M Marais	341278	VOTED FUNDS	32487278	ORBIT COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr STG Mabathoana	341278	VOTED FUNDS	32484278	TALETSO COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms A Naik	341278	VOTED FUNDS	32485278	VUSELELA COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
TVET COLLEGES: WESTERN CAPE	Mr Z Siyengo	341278	VOTED FUNDS	32488278	TVET MANAGEMENT: WC	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mrs EC Myburgh	341278	VOTED FUNDS	32489278	BOLAND COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr LV Niekerk	341278	VOTED FUNDS	32490278	CAPE TOWN COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr CJH Kruger	341278	VOTED FUNDS	32491278	FALSE BAY COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Mr Leon Beech	341278	VOTED FUNDS	32492278	NORTHLINK COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms T Terblanche	341278	VOTED FUNDS	32493278	SOUTH CAPE COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS
	Ms O Jooste-Mokgethi	341278	VOTED FUNDS	32494278	WEST COAST COLLEGE	30121278	TVET COLLEGES	4278	NO PROJECTS



CET CLAIM 1

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[illegible]

DATE	LEARNING AREA(S) / SUBJECT(S)	LEVEL	HOURS TAUGHT
16/ /			
17/ /			
18/ /			
19/ /			
20/ /			
21/ /			
22/ /			
23/ /			
24/ /			
25/ /			
26/ /			
27/ /			
28/ /			
29/ /			
30/ /			
31/ /			

R	-
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TOTAL NO OF HOURS WORKED:

CLAIMANT	CENTRE MANAGER	CET DISTRICT OFFICIAL
I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT	I HEREBY CERTIFY THAT THE ABOVE CLAIMANT TAUGHT THE NUMBER OF HOURS AND DID NOT EXCEED THE PRESCRIBED MAXIMUM NUMBER OF HOURS	CLAIM INFORMATION VERIFIED AND CERTIFIED AS CORRECT
SIGNATURE	SIGNATURE	SIGNATURE
CLAIMED BY	NAME	NAME
DATE	DATE	DATE

OFFICIAL USE (Head Office)	
PERSAL COMPILER	PERSAL APPROVER
SIGNATURE	SIGNATURE
NAME	NAME
DATE	DATE

BATCH AND SEQUENCE NO.

/

19

CLAIM IN TERMS OF SMS PRESCRIPTIONS FOR OFFICIAL KILOMETERS TRAVELLED

A DETAILS OF CLAIM

1 NAME:

2 PERSAL NO:

3 MAKE & MODEL OF VEHICLE:

CATEGORY A: SEDANS/STATION WAGONS

PETROL

DIESEL

CATEGORY B: 2x4 LIGHT DELIVERY VEHICLES

PETROL

DIESEL

CATEGORY C: 4x4 LIGHT DELIVERY VEHICLES

PETROL

DIESEL

CATEGORY D: MULTI PURPOSE/SPEC UTILITY VEHICLES

PETROL

DIESEL

4 ENGINE CAPACITY:

5 OFFICIAL KM DURING:

6 AMOUNT CLAIMED:

7 CAR REGISTRATRATION

B

DECLARATION :

I certify that the details above are correct

SIGNATURE OF CLAIMANT

RANK:

DATE:

C

APPROVAL:

Payment approved/not approved/ammended

SIGNATURE OF AUTHORISED PERSON

RANK:

DATE: