



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DEPUTY DIRECTOR-GENERAL:

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

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TVET NUMBERED CIRCULAR 0048

Date: 03 May 2019

RE: REPORTING INCIDENTS ON STANDARD SURVEY

TO: Branch Senior Management Officials (National and Regional Offices)

TVET College Acting/Principals

[Distribution of circular by Office of DDG: T]

CC: Acting Regional TVET Directors and Regional Officials

Ms N Tema (HETIS Officer)

TVET College Officials

[Distribution of circular by Directorate: TVET Monitoring and Evaluation]

Dear Branch Senior Management Officials and TVET College Principals

Frequent queries from parliament and other sources necessitated a platform which is easily accessible and where incidents can be reported and monitored on. In this regard, an incident reporting survey will be used.

This survey can be accessed on Survey Hub with the usual log-on credentials for surveys such as the quarterly performance reporting and planning – these are also hosted there. Should anyone experience difficulty, log-on credentials could be requested from Dr M Swart at Swart.M@dhet.gov.za or alternatively Ms M Mafa at Mafa.M@dhet.gov.za.

Incidents are to be reported immediately or soon after they have happened by colleges, using the survey. Regional managers are requested to draw reports quarterly and compile a brief summary of the incidents in the region. This report is to be submitted to Ms G Magnus at Magnus.G@dhet.gov.za.

I trust I can rely on your collaboration to ensure incidents are reported and managed so that stability and a conducive environment for teaching and learning can be ensured.

Yours sincerely



Ms GY Magnus

Acting Deputy Director-General

Technical and Vocational Education and Training

Date

6/05/2019