

**OFFICE OF THE DEPUTY DIRECTOR-GENERAL:
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING**

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TVET NUMBERED CIRCULAR 0067

DATED: 21 AUGUST 2020

RE: DATA POLICY DIRECTIVE 6 OF 2020

TO: Acting/Principals [*Distribution of Circular by Office of DDG: T*]

TVET College Data Managers [*Distribution of circular by CD: Systems Planning and Institutional Support*]

Service Providers of TVET Business Management System [*Distribution of circular by CD: Systems Planning and Institutional Support*]

CC: Regional Managers [*Distribution of Circular by Office of DDG: T*]

TVET Acting/Regional Directors [*Distribution by Regional Managers*]

Branch P Officials [Ms N Gasa, Ms N Tema and Mr B Kanhanga]
[*Distribution of circular by CD: Systems Planning and Institutional Support*]

Dear Principals, TVET College Data Managers and Service Providers of TVET Business Management System

The purpose of this circular is to request college principals to create a common email address for data managers, which can be accessed by all staff members working with data.

It has come to the attention of the Department that data management emails that need urgent attention get lost or are not read on time if the data manager is not at the office due to work related or personal issues. Given this background, an email address that is linked to the function rather than a person, and which can be accessed by all staff working in this function is required for example: TVET Data Manager@ElangeniTVETCollege.edu.za . A similar

request was previously communicated for principals to do likewise. This kind of e-mail address also enables easy updating of contact information.

It will be appreciated if progress on this matter can be reported at the next TVETMIS Forum meeting in September 2020. For queries and further explanation, kindly contact Ms MB Mafa or Mr MP Tlotleng on TVETMIS@dhet.gov.za.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'A Singh', written in a cursive style.

Ms A Singh

Acting Deputy Director-General

Technical and Vocational Education and Training College

Date: 21 August 2020