

19 March 2020

Attention: INSETA STAKEHOLDERS

**RE: INSETA COMMUNIQUE - THE INSETA SUSPENDS ALL CUSTOMER WALK-IN SERVICES AS A COVID-19 PREVENTATIVE MEASURE**

Dear INSETA Stakeholders

With effect from Friday, 20 March 2020, the Inseta will close its reception and suspend all customer walk-in services. As such from this date, no walk-in submissions, applications, and enquiries will be accepted.

All applications and submissions of supporting documentation should be made online or be submitted to the relevant department via the emails listed below. All queries should be directed telephonically, or via emails.

**HARD COPY /TENDER APPLICATIONS**

All Tenders and applications that require hard copy drop offs or certified hard copies must be deposited in the submissions box at the INSETA reception desk between 9am and 5pm only. However, these will be attended to only after the prescribed document-quarantine period of 24 hours.

**PROTOCOL ON DOCUMENT COLLECTION & DROP-OFF**

- No one will be allowed into INSETA offices without a scheduled appointment (appointments must be requested and confirmed via email).
- All persons wishing to drop-off or collect documents at the offices of the INSETA should ensure that they do not present any of the symptoms associated with the coronavirus and other respiratory illnesses.
- All persons entering the INSETA offices will be expected to apply a disinfectant to their hands prior to being granted entry.
- While within the INSETA offices all persons are expected to exercise good hygiene and social distancing (wherever possible, distance between any two persons should be at least 1,5 metres).

We would like to assure all stakeholders that we will continue to work to minimise the impact of the current COVID-19 national disaster on our operations and all client services.

**HOW TO ACCESS SERVICES**

To submit applications and service requests please use the following platforms:

- Website: [www.inseta.org.za](http://www.inseta.org.za)

**Board Members:** M.V. Mokgobinyane (Chairperson), G. Conradie (Labour), A. D'Alton (Business), M. Machai (Business), B. McKay (Labour), A. Khoza (Business), W. Hiller van Rensburg (Business), J. Ramsunder (Business), L. Hollis (Labour), V. Pearson (Business), R. Motlhabane (Labour), M. Soobramoney (Labour), T.S Dinyake (Labour), I. Ramputa (Community Organisation), P. Govender (Professional Bodies)

**CEO:** N. Starr

Working together for a skilled tomorrow

Ground floor, 37 Empire Road  
Parktown, Johannesburg 2193  
P.O. Box 32035, Braamfontein 2017

Telephone: 011 381 8900  
Website: [www.inseta.org.za](http://www.inseta.org.za)

- Email: [enquiries@inseta.org.za](mailto:enquiries@inseta.org.za)

The following additional email addresses can be used.

- Chief Executive Officer - [ceo@inseta.org.za](mailto:ceo@inseta.org.za)
- Skills Division – [Adelines@inseta.org.za](mailto:Adelines@inseta.org.za)
- Learning Division – Workers – [Nasreenr@inseta.org.za](mailto:Nasreenr@inseta.org.za)
- Learning Division – Youth – [Akhonaw@inseta.org.za](mailto:Akhonaw@inseta.org.za)
- Communications and Public Relations – [Saloshneeq@inseta.org.za](mailto:Saloshneeq@inseta.org.za)

During this time our reception will be closed. As such we will not be contactable on the INSETA reception number and direct lines should be used (see attached for the list of staff with their relevant direct lines. Please be patient whilst we work on linking staff at home with these direct lines. For now direct lines will only be answered by skeleton staff on duty. Further communication will be released once direct lines are all operational off site)

These arrangements will remain in place up to 8h30 on 15 April 2020.

We thank you in advance for your understanding and patience whilst every precautionary measure is taken to ensure we contain the spread of COVID 19.

Yours faithfully



Ms Nadia Starr  
Chief Executive Officer  
011 381 8900  
Email: [ceo@inseta.org.za](mailto:ceo@inseta.org.za)

**Board Members:** M.V. Mokgobinyane (Chairperson), G. Conradie (Labour), A. D'Alton (Business), M. Machai (Business), B. McKay (Labour), A. Khoza (Business), W. Hiller van Rensburg (Business), J. Ramsunder (Business), L. Hollis (Labour), V. Pearson (Business), R. Mothabane (Labour), M. Soobramoney (Labour), T.S Dinyake (Labour), I. Ramputa (Community Organisation), P. Govender (Professional Bodies)  
**CEO:** N. Starr