

14 April 2020

Attention: INSETA Stakeholders

RE: COVID 19 GUIDELINES FROM THE MINISTRY OF HIGER EDUCATION AND TRAINING

Dear Valued Stakeholder

A directive from the Ministry of Higher Education and Training was received on 10 April 2020 outlining COVID 19 guidelines for all SETAs.

It outlines directives from the Ministry of Higher Education and Training around SETA day to day activities and business continuity going forward during the extended lockdown or future lock down periods that government may enforce as per relevant excerpts below. The full circular is attached for your reference.

SETA TASK TEAM

The Accounting Authority/Administrator shall ensure, through the CEO, the establishment of a COVID 19 task team. The Task Team shall, amongst other things, be responsible for the Business Continuity and Implementation of the guidelines set out by the Government and the Minister.

The Task Team has been constituted as the INSETA Management team and has met weekly since the commencement lockdown. We are engaging and reporting on our COVID-19 related plans, intervention, activities and/or developments.

STEPS TO BE IMPLEMENTED IMMEDIATELY

The following measures will be implemented immediately in response to the situation presented by COVID-19 and will be in force until further notice by the DHET and/or the Ministry of Higher Education and Training, and Science and Technology.

Board Members: Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. S.J. Kruger (Business), Ms. Z. Motsa (Business), Mr. R.P. Motlhabane (Labour), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

CEO: N. Starr

1. Suspension of Physical Meetings

All non-essential physical contact meetings of the SETA both internal and external are suspended.

All meetings of the SETA shall be conducted via electronic methods via e.g. emails, teleconferences, MSTeams, etc.

SETAs will support employers remotely with regards to their Workplace Skills Plan (WSP) submissions. The date for the submission of WSP's will be extended 31 May 2020, as provided for by the Skills Development Levies Act. As this is a blanket extension from the DHET, there is not longer a requirement for company specific motivations.

2. Travel Ban

All International and Domestic business-related travel with immediate effect and until further notice.

The above includes a ban on all site visits conducted by the SETA in execution of its mandate.

3. Finance and Related Matters

All compliance related matters regarding the PFMA, National Treasury Regulations/Instructions/Notices and the Auditor-General are fully operational.

The publication and awarding of tenders and appointment of service providers will be suspended with immediate effect and will be in force during the nationwide lockdown period.

4. Skills Development Implementation

While the DHET have instructed SETAs to pay stipends to learners participating in theoretical training through e-learning we have instead agreed to pay stipends

to all learners and interns adversely affected by this lockdown. Employers must request additional stipend in writing.

Documentation relating to funding can still be sent to the SETAs through electronic means.

5. Quarterly reporting

Quarterly reporting remains in force and SETAs are to submit their Quarterly Management reports by the relevant due dates.

Yours in Skills

Ms. Nadia Starr
Chief Executive Officer