



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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TO: PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES  
DEPUTY PRINCIPAL ACADEMIC  
QCTO  
NND SCREENING/EVALUATORS  
HODs and SUBJECT LECTURERS  
CURRICULUM/SUBJECT SPECIALISTS  
WORK INTERGRATED LEARNERS CORDINATORS

Memo TE 011 OF 2023

### A MEETING INVITATION TO ADDRESS NATIONAL N DIPLOMA RELATED MATTERS

1. A meeting invite is hereby extended to TVET college (public & private colleges) regarding official responsible for processes and management of National N Diplomas. The invited requires college official who are permanently in employment and are responsible for this processes.
2. It is mandatory that all invitees are present in this very important session which will objectively address all matters around NND.
3. Kindly confirm of your availability or attendance to enable to prepare logistics. College officials are expected to confirm their attendance by completing the attached attendance register (**Annexure A**) and must be forwarded to the official at the emails address indicated below:

Email: [Manzini.j@dbe.gov.za](mailto:Manzini.j@dbe.gov.za)  
[Phago.e@dbe.gov.za](mailto:Phago.e@dbe.gov.za)  
[Morake.d@dbe.gov.za](mailto:Morake.d@dbe.gov.za)

4. The meeting is scheduled on **Thursday & Friday 9 to 10 February 2023 Time 8:30 AM till 16:00 PM** and the final date to confirm is **1 February 2023** to enable preparations at DHET. The venue for the meeting will be held at DBE buildings 222 Struben street, Pretoria.
5. The following Items will be discussed and the agenda will be send once the confirmation register is received.
  - a. Reflection and use of logbook/ workplace experiential letters / POE.
  - b. Preliminary screening of logbooks /experiential letters/POE.
  - c. Challenges (data analysis of colleges with common errors).
  - d. College empowerment.
  - e. Establishment of Committees at colleges & submission of reports by WIL as well as SE.
  - f. Relevancy and type of placement
  - g. Hierarchy of logging queries and submission of NND applications.

Kind regards

V Tshetlo

Chief Director: National Examinations and Assessment

Date: 30 January 2023