



## 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**  
**: ACADEMIC HEADS AT TVET COLLEGES**  
**: REGIONAL MANAGERS-DHET REGIONAL OFFICES**  
**: REGIONAL DIRECTORS/ OFFICIALS**  
**: QUALITY COUNCILS**

#### MEMORANDUM TE12 OF 2023

#### TRAINING WORKSHOPS FOR CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

The Chief Directorate: National Examinations and Assessment (CD: NEA) is engaging in conducting capacity-building workshops for all colleges and examination centres. These workshops will focus on providing guidance and clarity on some of the following aspects of the examination and assessment processes:

- Examination Information Technology and Registration
- Diploma Application Processes and Historical Records
- Conduct of Examinations, Monitoring and Registration of Centres
- The management of internal continuous assessment and irregularities
- The signing of Service Contract between DHET and Private Colleges (private colleges only)

The purpose of these workshops is to foster compliance to national policies, guidelines and regulations in all aspects to ascertain the legitimacy and credibility of national assessment and examination processes.

The training workshops will be facilitated by National DHET officials and will be rolled-out during the period **20 February to 24 March 2023**. The workshops are planned to take place over two days in other provinces and three days in others (refer to **Annexure A** and for workshop schedules indicating provinces, training dates and venues).

All colleges and examination centres are requested to abide by the following attendance procedures:

- The workshops will be conducted for **2 days in Mpumalanga, Limpopo, Free State, North West, Western Cape and Northern Cape** and **3 days in Gauteng, Kwazulu-Natal and Eastern Cape** (see table below for attendance distribution)

<b>DAY 1 Attendees (Public Colleges and Correctional Centres only)</b>	<b>Day 2 and 3 Attendees (Private Colleges only)</b>
Campus Manager/ Chief Invigilator	Director/ CEO/ Owner/ Principal
Academic/ Curriculum Manager	Campus Manager/ Chief Invigilator
Examination Officer	Examination Officer

- Colleges and examination centres are responsible for their own travelling and subsistence. However, refreshments will be provided during the course of the workshops.
- An RSVP form is attached to this memo. Please complete by typing to indicate the names of the attendees, sign, scan and email the form back to DHET on or before **10 February 2023**.
- **The RSVP form must be emailed to the following officials:**

<b>PROVINCE</b>	<b>NAMES</b>	<b>EMAIL ADDRESSES</b>
Western Cape	Dumisane Chauke	<a href="mailto:Chauke.d@dbe.gov.za">Chauke.d@dbe.gov.za</a>
Northern Cape	Tebogo Nkosi	<a href="mailto:Nkosi.t@dbe.gov.za">Nkosi.t@dbe.gov.za</a>
Free State	Tebogo Nkosi	<a href="mailto:Nkosi.t@dbe.gov.za">Nkosi.t@dbe.gov.za</a>
Eastern Cape	Zama Mhemhe	<a href="mailto:Mhemhe.z@dbe.gov.za">Mhemhe.z@dbe.gov.za</a>
	Billy Seroka	<a href="mailto:Seroka.B@dbe.gov.za">Seroka.B@dbe.gov.za</a>
KwaZulu Natal	Leago Manne	<a href="mailto:Manne.l@dbe.gov.za">Manne.l@dbe.gov.za</a>
	Thuli Malindi	<a href="mailto:Malindi.t@dbe.gov.za">Malindi.t@dbe.gov.za</a>
Mpumalanga	Bongani Mthimunye	<a href="mailto:Mthimunye.b@dbe.gov.za">Mthimunye.b@dbe.gov.za</a>
Limpopo	Basani Mohlaba	<a href="mailto:Mohlaba.b@dbe.gov.za">Mohlaba.b@dbe.gov.za</a>
Gauteng	Mokgadi Makweya	<a href="mailto:Makweya.m@dbe.gov.za">Makweya.m@dbe.gov.za</a>
	Billy Seroka	<a href="mailto:Seroka.B@dbe.gov.za">Seroka.B@dbe.gov.za</a>
	Dumisane Chauke	<a href="mailto:Chauke.d@dbe.gov.za">Chauke.d@dbe.gov.za</a>
North West	Basani Mohlaba	<a href="mailto:Mohlaba.b@dbe.gov.za">Mohlaba.b@dbe.gov.za</a>

Your attention is further drawn to the fact that training venues and dates may change as a consequence of matters beyond our control. In such instances, the amendments will be communicated to the affected colleges and examination centres at the earliest convenience.

It is believed that the capacity-building sessions will contribute greatly to improved efficiency and effectiveness in relation to the conduct, administration and management of internal assessment and examinations. Consequently, all colleges and examination centres are urged to attend as indicated.

Your cooperation in this regard is greatly appreciated.

Kind regards



**L Tleru**

**Acting Director: Examinations Management and Monitoring**

DATE: 06/02/2023

## ANNEXURE A

### WORKSHOP SCHEDULE AND VENUES

PROVINCE / AREAS	DATES OF TRAINING	VENUE
GAUTENG	20 – 22 February 2023	Tshwane South TVET: Centurion Campus Tek Base, College Avenue, Lyttelton
	20 – 22 February 2023	Ekurhuleni East TVET: Springs Campus Cnr Gold & Plantation Road, Polark Park, Springs
MPUMALANGA	23 – 24 February 2023	Ehlanzeni TVET: Nelspruit Campus 1B Koraalboom Avenue, West Acres, Nelspruit
LIMPOPO	23 – 24 February 2023	Capricorn TVET: Polokwane Campus Cnr Dorp & College Street, Polokwane
KWAZULU NATAL	06 – 08 March 2023	Umgungundlovu TVET: Northdale Campus Cnr Newholme Way & Balhambra Way, Northdale, PMB
	06 – 08 March 2023	Thekwini TVET: Asherville Campus 262 Daintree Avenue, Asherville, Durban
WESTERN CAPE	13 – 14 March 2023	Northlink: Tygerberg Campus Rothchild Boulevard, Panorama
NORTHERN CAPE	13 – 14 March 2023	Northern Cape TVET: City Campus 1 Cullinan Crescent, Kimberly
FREE STATE	15 – 16 March 2023	Motheo TVET: Bloemfontein Campus Cnr St. Georges & Oliver Tambo Street, Bloemfontein
NORTHWEST	16 – 17 March 2023	Vuselela TVET: Potchefstroom Campus Cnr Auret & Retief Street, Potchefstroom
EASTERN CAPE	22 – 24 March 2023	King Sabata Dalindyebo TVET: Mthatha Campus R61 Queenstown Road, East London, Mthatha
	22 – 24 March 2023	Buffalo City TVET: East London Campus Cnr Lukin Road, East London