



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

### CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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**TO : DEPUTY-DIRECTOR GENERALS: CET AND TVET  
: REGIONAL MANAGERS  
: PRINCIPALS (CET, TVET PUBLIC, PRIVATE COLLEGES)  
: ACADEMIC HEADS AT TVET AND CET COLLEGES  
: REGIONAL DIRECTORS/ OFFICIALS  
: DEPARTMENT OF CORRECTIONAL SERVICES  
: QUALITY COUNCILS**

#### **MEMORANDUM TE10 OF 2026 AND MEMORANDUM AE03 OF 2026**

#### **TRAINING WORKSHOPS FOR TVET, GETC: AET AND DCS CENTRES 2026 EXAMINATIONS**

#### ***THIS MEMORANDUM REPLACES MEMORANDA TE08 AND AE02 OF 2026***

In accordance with the *National Policy Pertaining to the Conduct, Administration and Management of the examinations of Colleges Established, Declared or Registered in terms of the Continuing Education and Training Act No. 16 of 2006 (published in Government Gazette: Vol. 45649, Pretoria 17 December 2021)*, the Chief Directorate: National Examinations and Assessment (CD: NEA) will conduct capacity-building support workshops for all Technical and Vocational Education and Training (TVET), Community Education and Training (CET) Colleges, Department of Correctional Services and Private Technical Colleges who offer National Certificate (Vocational), NATED Report 190/1 Engineering and Business Studies, General Education and Training: Adult Education and Training (GETC: AET) programmes. These workshops will focus on providing guidance and clarity on some of the following aspects of the examination and assessment processes:

- Conduct of Examinations and Invigilation
- The management of examination irregularities
- ICASS Challenges and Recommendations
- Resulting, Certification and Application Processes for Diplomas

The training workshops will be facilitated by National DHET officials and will be rolled out during the period **11 March to 15 May 2026** (refer to **Annexure A** and for workshop schedules indicating provinces, training dates and venues).

The workshops and reflection sessions will commence at **08:30** and adjourn by **16:30** and must be attended as follows:

Day 1 Attendees (Public TVET, Private Colleges, DCS)	Day 2 Attendees (CET Colleges, DCS)
Chief Invigilators/ Campus Managers	Deputy Principals
Academic/ Curriculum Managers	Chief Invigilators/ Centre Managers
Examination Officers	CET Regional DHET officials
TVET Regional DHET officials	

**NB: DCS officials may attend either the TVET or CET sessions as the content will be the same.**

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 (see **Annexure B**). Please complete by typing to indicate the names of the attendees, sign, scan and email to **the respective officials indicated below on or before 09 March 2026**:

Province	Names	Email addresses
Western Cape	Thandie Radebe	Radebe.T@dbe.gov.za
Northern Cape	Thandie Radebe	Radebe.T@dbe.gov.za
Free State	Billy Seroka	Seroka.B@dbe.gov.za
Eastern Cape	Keoikantse Sesoko	Sesoko.K@dbe.gov.za
Kwazulu-Natal	Keoikantse Sesoko	Sesoko.K@dbe.gov.za
Mpumalanga	Rethabile Kekana	Kekana.RY@dbe.gov.za
Limpopo	Rethabile Kekana	Kekana.RY@dbe.gov.za
Gauteng	Basani Mohlaba	Mohlaba.B@dbe.gov.za
North-West	Billy Seroka	Seroka.B@dbe.gov.za

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



**Dr M Ramoroka**

**Acting Chief Director: National Examinations and Assessment**

Date: 10/03/2026

**ANNEXURE A**

**CD: NEA TRAINING SCHEDULE FOR ALL COLLEGES**

<b>PROVINCE / AREAS</b>	<b>TRAINING DATES and TIMES</b>	<b>TRAINING VENUE</b>	<b>Audience/ Attendees</b>
Gauteng	<b>11 March 08:30-16:30</b>	<b>Sedibeng TVET: Vanderbijlpark Campus; 6 Frikkie Meyer BLVD Vanderbijlpark</b>	TVET/ Private College/ Campus/ DCS Officials
	<b>11 March 08:30-16:30</b>	<b>Tshwane North TVET: Pretoria Campus, 420 Helen Joseph Street, 0157</b>	TVET/ Private College/ Campus/ DCS Officials
	<b>24 March 08:30-16:30</b>	<b>Tshwane South TVET: Centurion Campus; College Street, Zwart Kop 356-Jr, Lyttelton</b>	CET College/ CLC / DCS Officials
Free State	<b>17 March 08:30-16:30</b>	<b>Flavius Mareka TVET: Kroonstad Campus; Reitz and Bukes Street</b>	TVET/Private College/ Campus/ DCS Officials
	<b>18 March 08:30-16:30</b>	<b>Flavius Mareka TVET: Kroonstad Campus; Reitz and Bukes Street</b>	CET College/ CLC/ DCS Officials
	<b>19 March 08:30-16:30</b>	<b>Motheo TVET: Bloemfontein Campus, C/O St. George and OR Tambo</b>	TVET/ Private College/ Campus/ DCS Officials
	<b>14 May 08:30-16:30</b>	<b>Motheo TVET: Bloemfontein Campus, C/O St. George and OR Tambo</b>	CET College/ CLC/ DCS Officials
	<b>14 May 08:30-16:30</b>	<b>Maluti TVET: Main Campus Mampoi Road, Phuthaditjhaba</b>	CET College/ CLC and Maluti TVET/ DCS
Eastern Cape	<b>17 March 08:30-16:30</b>	<b>Ikhala TVET: Queenstown Campus, Cnr Robinson Road and Zeiler Street</b>	TVET/ Private College/ Campus DCS Officials
	<b>18 March 08:30-16:30</b>	<b>KSD TVET: Mthatha Campus R61 Queenstown Road, Cicira Village</b>	CET College/ CLC and KSD TVET/ DCS Officials
	<b>19 March 08:30-16:30</b>	<b>Buffalo City: East London Cnr Lukin Road, East London</b>	TVET/ Private College/ Campus/DCS Officials
	<b>20 March 08:30-16:30</b>	<b>Lovedale TVET: Zwelitsha Campus Cnr Lukin Road, East London</b>	CET College/ CLC and Lovedale TVET Officials
	<b>12 May 08:30-16:30</b>	<b>Port Elizabeth: Iqhayiya Campus Struanway, Struandale</b>	CET College/ CLC and Port Elizabeth TVET / DCS Officials

KwaZulu Natal	20 April <b>08:30-16:30</b>	<b>Majuba TVET: Technology Centre;</b> 65 FW Beyers Avenue, Barry Hertzog Park	CET College/ CLC/ DCS Officials
	22 April <b>08:30-16:30</b>	<b>Thekwini TVET: Asherville Campus,</b> 262 Daintree Avenue	TVET/Private College/ Campus/ DCS Officials
	23 April <b>08:30-16:30</b>	<b>Thekwini TVET: Asherville Campus,</b> 262 Daintree Avenue	CET College/ CLC/ DCS Officials
	24 April <b>08:30-16:30</b>	<b>Umfolozo TVET: Eshowe Campus</b> 3815 King Dinizulu Rd, Genzinsila A	CET College/ CLC/ DCS Officials
Western Cape	20 April <b>08:30-16:30</b>	<b>College of Cape Town: Crawford Campus</b> 174 Kromboom Rd, Crawford, Cape Town	TVET/ Private College/ Campus DCS Officials
	21 April <b>08:30-16:30</b>	<b>College of Cape Town: Crawford Campus</b> 174 Kromboom Rd, Crawford, Cape Town	CET College/ CLC/ DCS Officials
	22 April <b>08:30-16:30</b>	<b>Brandvlei Correctional Centre</b> 1 Durban St, Breede River Management Area, Worcester	TVET/ Private College/ Campus DCS Officials
	23 April <b>08:30-16:30</b>	<b>Brandvlei Correctional Centre:</b> 1 Durban St, Breede River Management Area, Worcester	CET College/ CLC/ DCS Officials
North-West	28 April <b>08:30-16:30</b>	<b>Taletso TVET: Mafikeng Campus</b> Dr Albert Lithuli Drive Mmabatho	TVET/ Private College/ Campus/ DCS Officials
	29 April <b>08:30-16:30</b>	<b>Taletso TVET: Mafikeng Campus</b> Dr Albert Lithuli Drive Mmabatho	CET College/ CLC/ DCS Officials
	28 April <b>08:30-16:30</b>	<b>Orbit TVET: Rustenburg Campus:</b> Crn OR Tambo Drive & Steen Street	TVET/ Private College/ Campus/ DCS Officials
	29 April <b>08:30-16:30</b>	<b>Orbit TVET: Rustenburg Campus:</b> Crn OR Tambo Drive & Steen Street	CET College/ CLC/ DCS Officials
Mpumalanga	4 May <b>08:30-16:30</b>	<b>Ehlanzeni TVET: Nelspruit</b> Campus: Koraalboom Avenue 5b Nelspruit	TVET/ Private College/ Campus/ DCS Officials
	5 May <b>08:30-16:30</b>	<b>Ehlanzeni TVET: Nelspruit</b> Campus: Koraalboom Avenue 5b Nelspruit	CET College/ CLC/ DCS Officials
	7 May <b>08:30-16:30</b>	<b>Gert Sibande-Standerton Campus</b> 2 Kruger Street Standerton	TVET/ Private College/ Campus/ DCS Officials
	8 May <b>08:30-16:30</b>	<b>Gert Sibande-Standerton Campus</b> 2 Kruger Street Standerton	CET College/ CLC/ DCS Officials
Limpopo	4 May <b>08:30-16:30</b>	<b>Vhembe TVET: Makwarela Campus</b> Sibasa – Thengwe Road; Makwarela	TVET/ Private College/ Campus/ DCS Officials
	5 May <b>08:30-16:30</b>	<b>Vhembe TVET: Makwarela Campus</b> Sibasa – Thengwe Road; Makwarela	CET College/ CLC/ DCS Officials

	7 May <b>08:30-16:30</b>	<b>Capricorn TVET: Polokwane Campus</b> 95 Rissik Street Polokwane	TVET/ Private College/ Campus/ DCS Officials
	8 May <b>08:30-16:30</b>	<b>Capricorn TVET: Polokwane Campus</b> 95 Rissik Street Polokwane	CET College/ CLC/ DCS Officials
Northern Cape	11 May <b>08:30-16:30</b>	<b>Northern Cape Urban TVET: City Campus</b> ; Cullinan Crescent Kimberly 8301	TVET/ Private College/ Campus DCS Officials
	12 May <b>08:30-16:30</b>	<b>Northern Cape Urban TVET: City Campus</b> ; Cullinan Crescent Kimberly 8301	CET College/ CL/ DCS Officials

**ANNEXURE B**



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& training**

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REPUBLIC OF SOUTH AFRICA

Kindly complete and sign this RSVP form, scan and email the RSVP forms to the respective DHET officials indicated in the memo. The RSVP forms must be returned on or before 09 March 2026.

**RSVP FORM**

<b>College Name (if applicable)</b>	
<b>Exam Centre Name/ CLC (if applicable)</b>	
<b>Exam Centre Number/ CLC (if applicable)</b>	
<b>WORKSHOP VENUE</b>	

<b>Name and Surname</b>	<b>Designation</b>	<b>Contact Number</b>	<b>Email Address</b>
1.			
2.			
3.			
4.			
5.			
6.			

<b>Date</b>	
<b>Signature</b>	