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## MANUALS

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# *Closing times for* **ORDINARY BI-WEEKLY** **2019** **MANUALS GAZETTE**

*The closing time is **15:00** sharp on the following days:*

- **03 January**, Thursday for the issue of Thursday **10 January 2019**
- **24 January**, Thursday for the issue of Thursday **31 January 2019**
- **07 February**, Thursday for the issue of Thursday **14 February 2019**
- **21 February**, Thursday for the issue of Thursday **28 February 2019**
- **07 March**, Thursday for the issue of Thursday **14 March 2019**
- **20 March**, Thursday for the issue of Thursday **28 March 2019**
- **04 April**, Thursday for the issue of Thursday **11 April 2019**
- **17 April**, Wednesday for the issue of Thursday **25 April 2019**
- **02 May**, Thursday for the issue of Thursday **09 May 2019**
- **23 May**, Thursday for the issue of Thursday **30 May 2019**
- **06 June**, Thursday for the issue of Thursday **13 June 2019**
- **20 June**, Thursday for the issue of Thursday **27 June 2019**
- **04 July**, Thursday for the issue of Thursday **11 July 2019**
- **18 July**, Thursday for the issue of Thursday **25 July 2019**
- **01 August**, Thursday for the issue of Thursday **08 August 2019**
- **22 August**, Thursday for the issue of Thursday **29 August 2019**
- **05 September**, Thursday for the issue of Thursday **12 September 2019**
- **18 September**, Wednesday for the issue of Thursday **26 September 2019**
- **03 October**, Thursday for the issue of Thursday **10 October 2019**
- **24 October**, Thursday for the issue of Thursday **31 October 2019**
- **07 November**, Thursday for the issue of Thursday **14 November 2019**
- **21 November**, Thursday for the issue of Thursday **29 November 2019**
- **05 December**, Thursday for the issue of Thursday **12 December 2019**
- **18 December**, Wednesday for the issue of Thursday **26 December 2019**

### GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe* Forms. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

#### CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website [www.gpwonline.co.za](http://www.gpwonline.co.za)

All re-submissions will be subject to the standard cut-off times.

**All notices received after the closing time will be rejected.**

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any day of the week	None	3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
<i>Extraordinary Gazettes</i>	As required	Any day of the week	<i>Before 10h00 on publication date</i>	<i>Before 10h00 on publication date</i>
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days <b>after</b> submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication

### GOVERNMENT PRINTING WORKS - BUSINESS RULES

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working days prior to publication

### EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

### NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za).
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
  - 8.1. Each of the following documents must be attached to the email as a separate attachment:
    - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
      - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
      - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
    - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
    - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
    - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
    - 8.1.5. Any additional notice information if applicable.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES**

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

**QUOTATIONS**

13. Quotations are valid until the next tariff change.
  - 13.1. **Take note:** **GPW's** annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.
  - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
  - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
  - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
  - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
    - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
  - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
  - 19.1. This means that **the quotation number can only be used once to make a payment.**

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

**CANCELLATIONS**

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

**AMENDMENTS TO NOTICES**

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

**REJECTIONS**

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

**GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY**

27. The Government Printer will assume no liability in respect of—
  - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
  - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
  - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

**LIABILITY OF ADVERTISER**

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

**CUSTOMER INQUIRIES**

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

**GPW** has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre ONLY.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.



## GOVERNMENT PRINTING WORKS - BUSINESS RULES

### PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za) before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

### PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za) free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette(s)*

## GOVERNMENT PRINTING WORKS CONTACT INFORMATION

#### Physical Address:

**Government Printing Works**  
149 Bosman Street  
Pretoria

#### Postal Address:

Private Bag X85  
Pretoria  
0001

#### GPW Banking Details:

**Bank:** ABSA Bosman Street  
**Account No.:** 405 7114 016  
**Branch Code:** 632-005

**For Gazette and Notice submissions:** Gazette Submissions:

**For queries and quotations, contact:** Gazette Contact Centre:

**E-mail:** [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za)

**E-mail:** [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

**Tel:** 012-748 6200

**Contact person for subscribers:** Mrs M. Toka:

**E-mail:** [subscriptions@gpw.gov.za](mailto:subscriptions@gpw.gov.za)

**Tel:** 012-748-6066 / 6060 / 6058

**Fax:** 012-323-9574

# DEPARTMENT OF HIGHER EDUCATION AND TRAINING

## MANUAL

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO INFORMATION ACT  
(2/2000)**

**SECTION 14 MANUAL 2018 EDITION**

**Section 14 Manual:**

# **THE PROMOTION OF ACCESS TO INFORMATION ACT (Act 2 of 2000)**

**2018 Edition**

**“Together, Turning Every  
Workplace into a Training Space”**



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Section 14 Manual  
THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)  
2018 Edition

## Section 14 Manual:

# **THE PROMOTION OF ACCESS TO INFORMATION ACT**

(Act 2 of 2000)

**2018 Edition**

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0001

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Section 14 Manual  
THE PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000)  
2018 Edition

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## 1. INTRODUCTION

The **Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)**, also commonly known as PAIA, which flows from section 32 of the Constitution of the Republic of South Africa, 1996, gives effect to the constitutional right of access to any information held by the state or any information held by any other person, provided that such information is required for the exercise or protection of any rights and matters connected therewith.

Section 32(1) of the Constitution entrenches the right that everyone has access to any information held by the state.

The purpose of the Promotion of Access to Information Act (PAIA) is seen as two-fold:

- to foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information; and
- to actively promote a society in which the people of South Africa have effective access to information to enable them to exercise and protect all of their rights more fully.

Before April 27, 1997, the system of government in the country resulted in a secretive unresponsive culture in public and private bodies, which often led to abuse of power and to human rights violations.

The PAIA came into operation on March 9, 2001.

The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) prescribes that a Public Body must provide details of records held by such Body so that any request for information may be accommodated.

The details of records kept by a Public Body are contained in a book commonly known as a manual. The manual therefore relates to the records kept by the Public Body. The records kept pertain to the business/functions of each and every unit. To distinguish between the functions/business of each unit, the records of each unit are numbered differently. Each record also carries a disposal instruction.

Apart from records, also called files, the manual also contains information on the addresses of the Head of the Department as well as the Information Officer/s of the Public Body and also the name of each unit in the Public Body, its core function and a list of all records kept by the Public Body.

## 2. THE FUNCTIONS AND THE STRUCTURE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

### 2.1 THE FUNCTIONS OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The core functions of the Department are the development and maintenance of the post-school education and training system for young people and adults. The Department is therefore responsible for developing the policy and legislative framework on which the higher education and training system rests, ensuring:

- that all levels of the system adhere to these policies and laws;
- that mechanisms are in place to monitor and enhance quality in the system; and
- that the system keeps up to date with developments in education systems internationally.

The following are the activities that frame the functions:

### **Research and Policy Review**

The Department initiates, commissions, evaluates, reviews and researches all aspects of the higher education and training system to assist in developing and maintaining the system.

### **Planning and Policy Development**

The Department initiates and manages processes that lead to the development of policy and legislation. The Department assists the Minister to determine policy, norms and standards as required by the Constitution.

### **Support**

The Department provides support to universities, Technical and Vocational Education and Training (TVET) Colleges, Community Education and Training colleges and the statutory bodies under the legislative authority of the Minister in their implementation of national policy, norms and standards. The department also provides Career Development Services.

### **Monitoring**

The Department monitors and reports on the implementation of policy, norms and standards to assess their impact on the quality of the educational process, and to identify policy gaps.

### **Legislative and other mandates**

A number of policies have been implemented and legislation promulgated to create a framework for transformation in post-school education and training. Key policies and legislation include:

- The Constitution of the Republic of South Africa, 1996, requires education to be transformed and democratised in accordance with the values of human dignity, equality, human rights and freedom, non-racism and non-sexism. It guarantees access to basic education for all with the provision that “everyone has the right to basic education, including adult basic education”. The fundamental policy framework of the Ministry of Education is stated in the Ministry’s first White Paper: Education and Training in a Democratic South Africa: First Steps to Develop a New System (February, 1995). The 1994 education policy framework of the ABC forms the basis of this document. Cabinet approved it after extensive consultation, negotiation and revision. It has since served as a fundamental reference for policy and legislative development.

- The Continuing Education and Training (CET) Act ((2006) intends to establish Community Education and Training Colleges (CETCs) as another institutional type within the post-school education and training system. The implications of the Continuing Education and Training Act are to repeal the Adult Basic Education and Training Act, 2000. This therefore implies that the CET Act will be the legislation governing CETCs and Community Training Centres (CLCs). The National Policy on Community Education and Training Colleges serves as an initial process to establish the overarching institutional policy framework for the establishment of CETCs
- The Higher Education Act (1997) makes provision for a unified and nationally planned system of higher education (HE). It has furthermore given the green light for a statutory Council on Higher Education (CHE), which advises the Minister, while being responsible for quality assurance and promotion. The Higher Education Act and Education White Paper 3 on Higher Education (1999), formed the basis for the transformation of the HE sector via an institutional planning and budgeting framework. This culminated in the National Plan for Higher Education in 2001.
- The National Qualifications Framework Act (NQF) (2005), provides for the establishment of the National Qualifications Framework (NQF), which forms the scaffolding for a national learning system that integrates education and training at all levels. The NQF is an essential expression, as well as a guarantor of a national learning system where education and training are of equal importance as complementary facets of human competence. South African Qualifications Authority (SAQA) is continuing to exist under this Act and is responsible for the maintenance and development thereof. The NQF has three (3) sub frameworks, namely Higher Education, General and Further Education and Training as well as Trades Occupations.

A Quality Council is responsible to develop qualifications registered on the subframework of the NQF.
- The Skills Development Levies Act (1999), provides for the imposition of skills development levies and matters related thereto.
- The Skills Development Act (1998), creates the National Skills Authority, establishes the Quality Council for Trades and Occupations (QCTO), regulates apprenticeships and learnerships and matters related to skills development.
- The National Student Financial Aid Scheme Act (1999), provides for the granting of loans and bursaries to eligible students at universities, as well as for the administration of such loans and bursaries.
- The South African Council of Educators Act (2000), requires the registering of educators employed in AET Centres with SACE.
- The General and Further Education and Training Act (2008), provides for the establishment of a Quality Council for further education and training colleges and adult education and training centres.



- In November 2013, Cabinet approved the White Paper for Post-School Education and Training. The aims of this White Paper is primarily to outline a framework that defines the Department of Higher Education and Training's (DHET's) focus and priorities, and that enables it to shape its strategies and plans for the future of post-school education in the Republic. Following the adoption of this White Paper by Cabinet, and based on the framework that it provides, the Department will elaborate a concrete development plan for the period up to 2030. The White Paper is an important document in the development of our higher education and training system. It is a definitive statement for the post-school system, outlining the country's main priorities and strategies for achieving them.

It is our government's vision for an integrated system of post-school education and training, with all institutions playing their roles. These institutions include the universities and the TVET colleges. They also include institutions that support the education and training processes such as the Sector Education and Training Authorities (commonly known as the SETAs), the National Skills Fund (NSF), South African Qualifications Authorities (SAQA) and the Quality Councils. The White Paper also recognises the importance of partnerships between educational institutions and the employers. Most students are preparing for careers in the labour market and as such, practical experience in the workplace is an invaluable part of the training, hence the employers play a significant role in the developmental processes of our learners.

## 2.2 THE STRUCTURE OF THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

### PROGRAMME 1: ADMINISTRATION

**Purpose:** To provide strategic leadership, management and support services to the department

### PROGRAMME 2: PLANNING, POLICY AND STRATEGY

**Purpose:** To provide strategic direction in the development, implementation and monitoring of departmental policies and in the human resource development strategy for South Africa.

### PROGRAMME 3: UNIVERSITY EDUCATION

**Purpose:** To develop and coordinate policy and regulatory frameworks for an effective and efficient university education system. Provide financial support to universities, the National Student Financial Aid Scheme and national institutes for higher education.

### PROGRAMME 4: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

**Purpose:** To plan, develop, monitor, maintain and evaluate national policy, programme assessment practices and systems for technical and vocational education and training,

### PROGRAMME 5: SKILLS DEVELOPMENT

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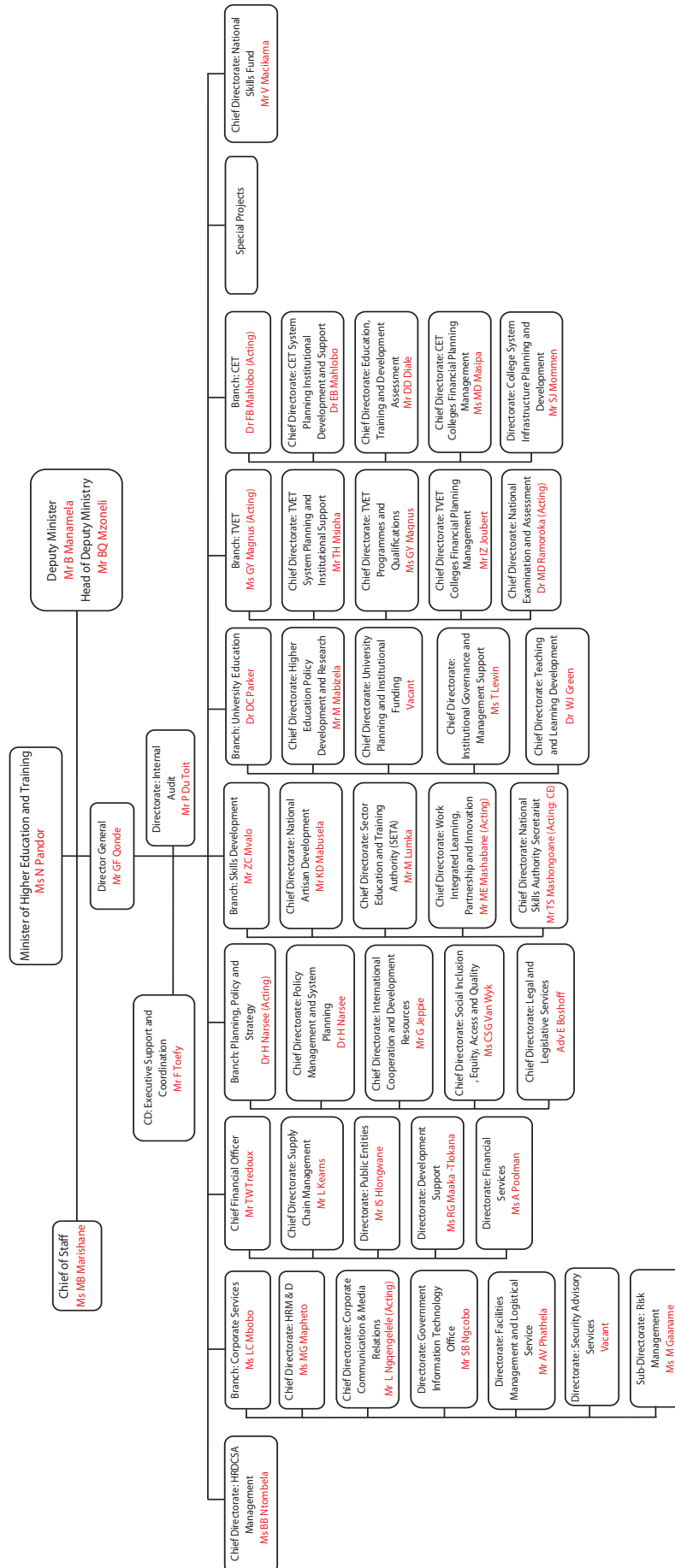
**Purpose:** To promote and monitor the national skills development strategy. Develop a skills development policy and regulatory framework for an effective skills development system.

#### **PROGRAMME 6: COMMUNITY EDUCATION AND TRAINING**

**Purpose:** To plan, develop, implement, monitor, maintain and evaluate national policy, programme assessment practices and systems for Community Education and Training.

The macro structure of the Department of Higher Education and Training is presented as follows:

## HIGH LEVEL STRUCTURE FOR DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET)



## 2. GENERAL INFORMATION OF DHET REGIONAL MANAGERS

Provincial Clusters	Acting Regional Managers	E-mail Address	Cell-phone/Tel: Number	Physical Address
Eastern Cape	Mr L Ngubelanga	Luvuyo.ngubelanga@lovedale.org.za	043 604 0701/00 072 540 4854	Steve Vukile Tshwete Street Eastern Cape Provincial Education Complex, Zone 6, Zwelitsha
Kwa-Zulu Natal	Dr SJ Nzimande	Nzimande.S@dhet.gov.za Phungula.n@dhet.gov.za	082 775 6834/ 039 684 0110	19 Wigford Road Mansons Mill Provincial Pietermaritzburg KZN
Limpopo	Mr FL Ramonyatse	Ramonyatse.F@dhet.gov.za Sesanashingange@gmail.com	082 544 2848 / 015 291 2662	Corner 113 Biccard & 24 Excelsior Street Limpopo Provincial Education Building
Gauteng and Free State	Ms H Ntlatleng	Helenn@ewc.edu.za	082 924 2862	111 Commissioner Street Johannesburg Gauteng Provincial Education Building
Mpumalanga and North West	Mr N Balkrishen	Balkrishen.P@dhet.gov.za Maduo.g@dhet.gov.za	082 808 7351 / 018 388 2563	Dr Albert Luthuli Drive Mafikeng North West Provincial Department of Education building Mafikeng
Western Cape and Northern Cape	Mr C Kruger	Kruger.c@dhet.gov.za	082 577 6550 / 021 467 2000/ 2614	Golden Acre Floor No 18 9 Adderley Street Cape Town

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## 2.4 DHET REGIONAL OFFICES

REGION	CITY	PHYSICAL ADDRESS	CONTACT NUMBERS
Gauteng	Johannesburg	111 Commissioner Street, Johannesburg Gauteng Provincial Education Building	Tel. 011 355 0000
Limpopo	Polokwane	Corner 113 Biccard & 24 Excelsior Street, Limpopo Provincial Education Building Polokwane	Tel. 015 290 7611
Mpumalanga	Nelspruit	Building No. 5, Government Boulevard, Riverside Park, Nelspruit	087 355 3840 Tel. 013 766 5000
Eastern Cape	Zwelitsha	Steve Vukile Tshwete street Eastern Cape Provincial Education Complex, Zone 6, Zwelitsha	Tel. 040 608 4200
Kwazulu-Natal	Pietermaritzburg	19 Wigford Road Mansons Mill Pietermaritzburg KZN Provincial Department of Education	Tel. 033 846 5000 084 7520 606
North West	Mmabatho	Dr Albert Luthuli Drive Mafikeng North West Provincial Department of Education building Mafikeng	Tel: 018 388 2563
Northern Cape	Kimberley	09 Hayston Road, Harrison Park, Northern Cape Provincial Education Department	Tel. 053 830 1600
Free State	Bloemfontein	55 Elizabeth Street, FS Provincial Government Building, Bloemfontein	Tel. 051 404 8000
Western Cape	Cape Town	Golden Acre Floor No 18 9 Adderley street Cape Town	021 467 9278 021 467 2000

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### 3. CONTACT DETAILS

#### Information Officer:

##### Mr Gwebinkundla Felix Qonde

Telephone: +27 12 312 6349  
Facsimile: +27 12 323 0291  
e-mail: Qonde.g@dhet.gov.za

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#### Deputy Information Officers:

##### Ms Lulama Mbobo

Telephone: +27 12 312 6070  
Facsimile: +27 12 323 7231 / 086 298 9873  
e-mail: Mbobo.l@dhet.gov.za

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##### Adv Eben Boshoff

Telephone: +27 12 312 5524  
Facsimile: +27 12 324 8230  
e-mail: Boshoff.e@dhet.gov.za

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#### General information:

Physical Address: 123 Francis Baard Street  
Pretoria  
0001

Postal Address: Private Bag X174  
Pretoria  
0001

Telephone: +27 12 312 5911

Facsimile: +27 12 321 6770

Website: [www.dhet.gov.za](http://www.dhet.gov.za)

#### **4. SECTION 10 GUIDE OF MANUALS IN THE REPUBLIC OF SOUTH AFRICA**

The South African Human Rights Commission has published the guide as prescribed by Section 10 of the Promotion of Access to Information Act. The guide is available at the offices of the South African Human Rights Commission.

##### **The South African Human Rights Commission: PAIA Unit**

##### **The Research and Documentation Department**

Postal Address: Private Bag 2700  
Houghton  
2041

Physical Address: 33 Hoofd Street, Braampark Forum 3  
Braamfontein  
2198

Telephone: +27 011 877 3821/3645

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

E-mail: [ssidu@sahrc.org.za](mailto:ssidu@sahrc.org.za)

#### **5. ACCESS TO RECORDS HELD BY THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

##### **5.1 AUTOMATIC DISCLOSURE**

The following are the categories of records that are automatically available from the Department of Higher Education and Training without the person having to request access in terms of the Act.

#### **FORM D**

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**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:  
(Section 15 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000))  
[Regulation 5A]**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
<b>FOR INSPECTION IN TERMS OF SECTION 15(1) (a) (i)</b>	
<ol style="list-style-type: none"> <li>1. Departmental Strategic Plans</li> <li>2. Departmental Annual Reports</li> <li>3. Departmental Annual Performance Plans</li> <li>4. Tenders / Bid Documents</li> <li>5. List of Public Higher Education Institutions</li> <li>6. List of Public Technical and Vocational Education and Training (TVET) Colleges</li> <li>7. List of Public Community Education and Training Colleges</li> <li>8. Legislation Administered by the Department</li> <li>9. Vacancies</li> <li>10. Promotion of Access to Information Manual</li> <li>11. Register of Private Higher Education Institutions</li> <li>12. Register of Private TVET Colleges</li> <li>13. Scarce Skills List</li> <li>14. Budget Speeches</li> <li>15. Departmental Media Statements and Speeches</li> <li>16. Departmental Publications</li> <li>17. Policy Documents</li> <li>18. Forms</li> <li>19. Parliamentary Questions and Replies</li> </ol>	<p>These records are available for inspection at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on <a href="http://www.dhet.gov.za">www.dhet.gov.za</a></p>
<b>FOR COPYING IN TERMS OF SECTION 15(1) (a) (ii)</b>	
<ol style="list-style-type: none"> <li>1. Departmental Strategic Plans</li> <li>2. Departmental Annual Reports</li> <li>3. Departmental Annual Performance Plans</li> <li>4. Tenders / Bid Documents</li> <li>5. List of Public Higher Education Institutions</li> </ol>	<p>These records are available for copying at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on <a href="http://www.dhet.gov.za">www.dhet.gov.za</a></p>



<ol style="list-style-type: none"> <li>6. List of Public Technical and Vocational Education and Training (TVET) Colleges</li> <li>7. List of Public Community Education and Training Colleges</li> <li>8. Legislation Administered by the Department</li> <li>9. Vacancies</li> <li>10. Promotion of Access to Information Manual</li> <li>11. Register of Private Higher Education Institutions</li> <li>12. Register of Private TVET Colleges</li> <li>13. Scarce Skills list</li> <li>14. Budget Speeches</li> <li>15. Departmental Media Statements and Speeches</li> <li>16. Departmental Publications</li> <li>17. Policy Documents</li> <li>18. Forms</li> <li>19. Parliamentary Questions and Replies</li> </ol>	
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):</b>	
<ol style="list-style-type: none"> <li>1. Departmental Strategic Plans</li> <li>2. Departmental Annual Reports</li> <li>3. Departmental Annual Performance Plans</li> <li>4. Tenders / Bid Documents</li> <li>5. List of Public Higher Education Institutions</li> <li>6. List of Public Technical and Vocational Education and Training (TVET) Colleges</li> <li>7. List of Public Community Education and Training Colleges</li> <li>8. Legislation Administered by the Department</li> <li>9. Vacancies</li> <li>10. Promotion of Access to Information manual</li> <li>11. Register of Private Higher Education Institutions</li> <li>12. Register of Private TVET Colleges</li> <li>13. Scarce Skills List</li> <li>14. Budget Speeches</li> <li>15. Departmental Media Statements and Speeches</li> <li>16. Departmental Publications</li> <li>17. Policy Documents</li> <li>18. Forms</li> <li>19. Parliamentary Questions and Replies</li> </ol>	<p>These records are available free of charge at the Department on request or addressed to the Office of the Deputy Information Officer, Department of Higher Education and Training, Private Bag x 174, Pretoria, 0001</p> <p>Or visit our website on <a href="http://www.dhet.gov.za">www.dhet.gov.za</a></p>

## 5.2 RECORDS THAT MAY BE REQUESTED

### **Descriptions of the subjects and categories of records held by the Department**

#### **Records held by the Human Resources section are the following:**

- **Personnel file:** containing all personal particulars, CV, ID, appointment/promotion/transfer details, pension, long service awards, resettlement and medical matters
- **Leave file:** containing all leave forms
- **Housing file:** containing bank details of property, stop order forms, housing subsidy approval
- **State guarantee file:** containing request, approval, and bank approval of guarantee
- **Subsistence and Travelling file:** containing all claims and approval for S+T
- **Injury on duty file:** containing all reports and medical accounts
- **Merit file:** containing all evaluation forms, results, and approval for payment of merit awards
- **Bursary file:** containing request for bursary, approval, result of studies and payment of fees
- **Salary file:** containing all records of allowances, deductions, overtime, bank details and garnishee orders
- **Persal records** of all personal matters, salary details, appointment/promotion/transfer details, leave, housing, state guarantee, S+T, pension, medical, long service awards, merit awards.

#### **Records held by the Financial Section are the following:**

- **Estimates of National Expenditure:** This is the budget as tabled in Parliament annually by the Minister of Finance. It also includes the budget of the Department of Higher Education and Training and is obtainable from the Communication Directorate, National Treasury, Private Bag X115, Pretoria 0001. Tel (012) 315 5948. It is also available on [www.treasury.gov.za](http://www.treasury.gov.za)
- **The Annual Report of the Department:** This includes the financial statements of the Department and the Audit Report on these statements, as well as the Management Report.
- **General:** Other and more detailed financial information, such as expenditure in respect of a specific project.

**Records held by the General Registry are the following:**

General Registry, the custodian of all general records created and received by the Department of Higher Education and Training (correspondence and documents), keeps all files in a filing system

The filing system presently consists of 25 main series and may increase as the need arises due to the growing establishment.

**Records held by General Registry are the following:**

1. Legislation
2. Legal Matters
3. Organisation and Control
4. Chief Financial Officer and Logistical Services
5. Internal Audit and Auditor-General
6. Personnel Administration and Development
7. Asset Management
8. Information Technology
9. Media Liaison and Communication
10. International Relations and Unesco
11. External Human Resources Development, Planning, Monitoring and Coordination
12. University Education
13. Vocational and Continuing Education and Training
14. Skills Development

Each main series of the existing 14 has a Policy and Routine Enquiries file. **Records held by Information Technology are the following: Information available on the department website:**

**Department of Higher Education and Training (DHET) sites that are available as webpages:**

1. Community Education and Training (CET)

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2. Bulletin Board/News room
3. Communication and Liaison
4. Higher Education and Training Management Information System (HETMIS)
5. Examinations
6. Financial and Statistical Information relating to Education
7. Technical and Vocational Education and Training (TVET)
8. Gender
9. Higher Education
10. History
11. HIV/AIDS in Education
12. Information Technology
13. National Examination Assessment
14. Policy Support (Planning and Monitoring Branch)
15. Quality Assurance
16. Strategic Planning
17. Career Development Services – Khetha
18. Media Statements, Speeches, Articles and Responses
19. Legislation
20. Publications, Policies and Reports
21. Breaking News

**Please note that some of the documents may require Acrobat Reader. Please make sure to have that program installed or downloaded onto your computer.**

**Records held by Examination Systems:**

- *Examination cycles file:* containing cycles of examination, examination type and examination period for each cycle for students in technical and vocational education and training colleges and adult education centres.

- *Examination time table file:* contains a time table of subjects that will be offered in an examinations cycle for students in technical and vocational education and training colleges and adult education centres.
- *Examination candidates' information:* contains information on candidate who will be writing exams for students in technical and vocational education and training colleges and adult education centres.
- *Examination mark sheet file:* containing information on marks allocated to candidates per subject for students in technical and vocational education and training colleges and adult education centres.
- *Examination results file:* contains past and present examination results for students in technical and vocational education and training colleges and adult education centres.

### 5.3 THE REQUEST PROCEDURES

A requester must be given access to a record of a public body if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal mentioned in the Act.

#### **Nature of the request:**

- A requester must use the form that has been published in the Government Gazette [Govt. Notice R187 – 15 February 2002] (form A).
- The requester must also indicate if the request is for a copy of the record or if he/she wants to come in and look at the record at the offices of the Department. Alternatively, if the record is not a document it can then be viewed in the requested form, where possible.
- If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. This is so unless doing so would interfere unreasonably with the running of the Department, or damage the record, or infringe a copyright not owned by the state. If for practical reasons the copy of the record cannot be given in the required form but in an alternative manner, the fee must be calculated according to the way that the requester first asked for it.
- If, in addition to a written reply to the request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated.
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated.

- If a requester is unable to read or write, or has a disability, he or she can make the request for the record orally. The information officer or the deputy information officers must fill in the form on behalf of such a requester and give him or her copy.

**There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee:**

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer or the deputy information officers must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to the Department is R35.00. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer or the deputy information officers have made a decision on the request, the requester must be notified of such a decision in the manner in which the requester wanted to be notified.
- If the request is granted, a further access fee must be paid for the search, preparation, reproduction and of any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- 

## **6. SERVICES AVAILABLE**

### **6.1 NATURE OF SERVICES**

The Department is not a service related Department but as indicated in paragraph A of this manual, the detailed programmes and functions of the Department are contained in the Strategic Plan (2010 –2015).

### **6.2 HOW TO GAIN ACCESS TO INFORMATION**

To gain access to information at the Department, requests must be made to the Director-General of the Department of Higher Education and Training, Mr Gwebinkundla Felix Qonde.

Address: 123 Francis Baard Street  
Pretoria  
0001

Postal address: Private Bag X174  
Pretoria  
0001

Telephone: +27 12 312 5911

Fax: +27 12 321 6770

Website: [www.dhet.gov.za](http://www.dhet.gov.za)

## **7. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND EXERCISE OF POWER**

The various laws in education prescribe that consultation must take place with identified persons or bodies and in some cases the processes of consultation are also prescribed. In the Department, draft policy will be published in the Government Gazette for general comment from all role players and the public at large, in specific policy initiatives, policy may be discussed in meetings with role players or in public hearings. Notice of such meetings or hearings will always be given prior to the meeting or hearing.

## **8. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH**

The Act provides for the requester to lodge an internal appeal against a decision of the Information Officer to refuse a request for access. If a requester is aggrieved by the decision of the Information Officer in the department, the requester may lodge an internal appeal with the Minister of Higher Education and Training within 60 days.

## **9. OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT**

Currently, no information is available from the Minister of Higher Education and Training to be placed here in terms of section 92.

## **10. UPDATING THE MANUAL**

The Department updates and publishes its manual referred to in subsection (1) of section 14, at intervals of not more than one year.

## **11. AVAILABILITY OF THE MANUAL**

The manual is published in three (3) of the official languages. The manual is also available on the website.

## **12. PRESCRIBED FEES FOR PUBLIC BODIES**

**Part II of Notice 187 in the Government Gazette of 15 February 2002: Fees in respect of public bodies:**

1. The fee for a copy of the manual as contemplated in regulation 6(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is 35,00

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

(1)(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,40
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

(2) For purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.



(3) The actual postage is payable when a copy of a record must be posted to a requester.

5. For the purposes of section 22(2) of the Act, the following applies:

- (a) six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

6. Form of request

A request for access to a record, as contemplated in section 53(1) of the Act, must be made in the form of Form A of the Annexure.



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

# **WARNING!!!**

## **To all suppliers and potential suppliers of goods to the Government Printing Works**

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Anna-Marie du Toit (012) 748-6292 ([Anna-Marie.DuToit@gpw.gov.za](mailto:Anna-Marie.DuToit@gpw.gov.za)) and

Siraj Rizvi (012) 748-6380 ([Siraj.Rizvi@gpw.gov.za](mailto:Siraj.Rizvi@gpw.gov.za))

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Contact Centre Tel: 012-748 6200. eMail: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)  
Publications: Tel: (012) 748 6053, 748 6061, 748 6065