



Transport Education Training Authority
Heart of Skills Innovation

344 Pretoria Avenue
Randburg
2194

Phone: 011 577 7000
Fax: 0867650514

Private Bag X 10016
Randburg
2125

Coms@teta.org.za
Fraud-line: 0800222376

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Dear Stakeholders

Due to the National Lockdown pronounced by the President of the Republic of South Africa, Transport Education Training Authority (TETA) services will be operating remotely from 26 March 2020 to 16 April 2020. All Skills Development Providers (SDPs) are encouraged to utilise TETA online platforms including service emails provided at the bottom of this correspondence. TETA offices will be closed for the duration of the lockdown as such there will not be any visitors allowed and face-to-face meetings are suspended until further notice.

To ensure that we service your needs to the best of our ability under the circumstances, the following guidelines aligned to the Department of Higher Education, Science and Technology will be applied for the duration of the lockdown period.

WSP / ATR submission

- TETA will support employers and Skills Development Facilitators (SDFs) remotely. Work Place Skills Plans (WSPs) to be submitted as required, a blanket approval extension to 31 May 2020 will be implemented to allow employers more time to submit WSPs, as also provided for by the Regulation.
- Skills Development Facilitators will be granted access to the Skills system when they provide an ID copy (even if it is not certified) and an appointment letter for the 2020/21 period.

Workplace Based Learning Programmes

- Workplace Based Learning Programmes will be suspended until further notice.
- Contractual obligations will continue to be honored as far as possible and learner stipends will be paid accordingly;

- this however will have an effect on the duration of the contract, as it may have to be extended, further guidance with regards to amendments to contracts will be deliberated on upon the lifting of the national lockdown.
- Bursary funding will continue as planned and in order to assist bursary recipients in private accommodation, the recipients are requested to send the following details to phutir@teta.org.za
 - Name of the residence
 - Contact person
 - Contact number
 - Email address

Quarterly Reporting

- Quarterly reporting remains in force, as per the DHET timelines, owing to further guidance by AGSA and the DHET, should situation, otherwise be warranted, as such stakeholders are requested to assist with relevant information as requests will be sent from time to time during this period via email or telephony.

We further encourage organic communication between the SDPs, employers and TETA to assist in quantifying the effects of the national state of disaster inclusive of the national lockdown.

For further Skills Development and Learning Programmes enquiries, kindly make use of the below contact details:

UNIT	TITLE	CELL NUMBER	EMAIL
SD&LP			
Ms Morongoe Nkabinde	Senior Manager : SD&LP	082 960 3582	MorongoeN@teta.org.za
Ms Phuti Rankapole	Bursary Practitioner	083 381 9536	PhutiR@teta.org.za
Mr Trevor Abrahams	Compliance Practitioner	083 556 7713	TrevorA@teta.org.za
Mr Cledwyn Mutohora	Reporting Practitioner	083 636 5288	Cledwyn@teta.org.za

Yours in Skills Development,



Ms Morongoe Nkabinde
Senior Manager: Skills Development and Learning Programmes