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## PROVINCIAL NOTICE

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[No. 37 of 2003]

### REGULATIONS RELATING TO THE MINIMUM REQUIREMENTS OF FINANCIAL RECORDS, STATEMENTS AND CENTRE FUNDS OF PUBLIC ADULT LEARNING CENTRES

Under section 24 of the Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000) read with section 41, I, DA Kganare, Member of the Executive Council responsible for Education, hereby determine the Regulations set out in the Schedule.

### SCHEDULE

#### Definitions

1. In these Regulations, any word or expression to which a meaning has been assigned in the Act, shall have the meaning so assigned to it and, unless the context indicates otherwise, and –

**“accounting officer”** means the centre manager of the public centre or the educator acting as centre manager;

**“analysis book”** means a book of entry of all receipts and payments effecting a centre fund, provided by the public centre, and clearly marked as being the book of receipts and payments;

**“assets register”** means a record that is being maintained by the public centre of all assets purchased by means of the centre fund, donated or bequeathed to the public centre;

**“bank deposit book”** means a book, by means of which the money received by the public centre are being paid into the bank account;

**“centre bank account”** means an account opened for the public centre into which all money received by the public centre is deposited;

**“centre budget”** means a budget prepared by the governing body;

**“cheque authorizing document”** means a document approved by the governing body which have to be completed before a cheque may be authorized;

**“cheque book”** means a book of blank cheques issued by the bank to the public centre, to facilitate payments from the bank account;

**“GAAP”** means General Acceptable Accounting Practices;

**“petty cash book”** means a book clearly marked as a petty cash book in which record is kept of small cash purchases for which the issuing of a cheque would be too costly;

**“petty cash voucher”** is the voucher produced for every purchase made with the petty cash;

**“receipt book”** means a book containing chronologically numbered documents in duplicate of which the original is issued as proof for money, which includes cash, cheques and postal orders, received by the public centre;

**“the Act”** means the Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000).

### Purpose of Regulations

2. The purpose of these Regulations is to set the minimum requirements for financial management and control at public centres. Public centres with more advanced or sophisticated financial management systems must ensure that their systems comply with the minimum requirements in these Regulations, as well as General Acceptable Accounting Practices (GAAP).

### Format of books and records

3. (1) The analysis book –
  - (a) must at least have on the debit side –
    - (i) two money columns, one for recording entries for funds received from the State and a second column for money received from other sources;
    - (ii) columns for recording of the date, receipt numbers and narration; and
  - (b) must at least have on the credit side –
    - (i) one money column for recording entries of cheque payments and other bank debits;
    - (ii) columns for recording of the date of the cheque, cheque number and name of payee; and
  - (c) may have any other analysis column to promote proper allocation and control of money.

- (2) An assets register must provide for the recording of –
  - (a) date of purchase of an item;
  - (b) full description of the item to enable identification;
  - (c) purchase price of the item;
  - (d) rate of percentage annually applied for depreciation;
  - (e) actual amount of annual depreciation; and
  - (f) value after depreciation has been deducted.
- (3) A bank deposit book must contain individual deposit documents to be duly completed for each and every deposit at the bank in relation to funds, which include cash, cheques and postal orders, received by the public centre.
- (4) A cheque authorizing document must reflect the following information –
  - (a) name of the payee;
  - (b) amount of the cheque to be issued;
  - (c) reason for the cheque to be issued;
  - (d) signature of the authorizing person, and his full name and designation;
  - (e) date that the payment of the cheque was authorized;
  - (f) signatures of the persons signing the cheque;
  - (g) number of the cheque; and
  - (h) date of the cheque.
- (5) The counterfoil of each cheque must at least contain the following information –
  - (a) date of the cheque;
  - (b) name of the payee or whether the cheque was paid in cash;
  - (c) narration for the reason of the cheque; and
  - (d) amount for which the cheque was issued.

- (6) The petty cash book –
  - (a) must at least have on the debit side, one money column for the entry of the reimbursing amount from the bank account and another column for recording of the date;
  - (b) must at least have on the credit side, one money column for payments, and two other columns for recording the date of the purchase and narration; and
  - (c) may have any other analysis column to promote proper allocation and control of money.
- (7) A receipt book must contain the following information –
  - (a) name of the payee;
  - (b) date of the payment;
  - (c) amount in words;
  - (d) amount in figures;
  - (e) purposes for which the amount is received; and
  - (f) signature of the recipient.

#### Keeping of records

- 4. (1) A governing body must designate, in writing, a person, as the person responsible for the receipt of and who is accountable for moneys received by the public centre.
- (2) All moneys received must be charged without delay by the issuing of a numbered receipt in duplicate, which must be recorded in numerical sequence in a receipt book.
- (3) No amendment may be made on a receipt and, if a receipt has been incorrectly issued, such receipt must immediately be cancelled by writing "cancelled" and the date on the original and all other copies and kept on file for purposes of auditing, whereafter a new receipt must be issued in place thereof.
- (4) For the purpose of issuing change when money is received, a constant float, as determined by the governing body, must be kept separate from the petty cash.
- (5) All moneys, which include cash, cheques and postal orders, received by the public centre must be kept in a safe until it is paid into the centre bank account.

- (6) All moneys, which include cash, cheques and postal orders, must as far as possible be deposited daily in the centre bank account.
- (7) A deposit form in the bank deposit book must be completed for all the receipts issued from the receipt book since the money was banked previously. The total amount of all the receipts concerned and the first and last number of these receipts must be recorded on the opposite page of the receipt book containing the last receipt that had been issued and included in the amount of the bank deposit.
- (8) Record must be kept in a register of all receipt books that are issued to a designated person.
- (9) The accounting officer of the public centre must on a monthly basis ensure that –
  - (a) the receipts issued are legible and that all the necessary information is recorded;
  - (b) the amount of the receipts issued in respect of a relevant bank deposit adds up to the total amount indicated on the bank deposit;
  - (c) banking of centre money is done regularly; and
  - (d) record is kept of all receipt books and that the designated person signed for receipt books issued.

#### **Payments from banking account**

- 5. (1) Any money which is required to be paid by the public centre, and which is not paid from the petty cash, shall be paid from the centre bank account by means of a cheque issued from the cheque book of the public centre or through the system of electronic funds transfers.
- (2) The public centre may only make a payment after the completion and approval of a authorizing document by a person designated by the governing body.
- (3) A cash cheque may only be issued for reimbursement of the petty cash float.
- (4) The accounting officer of a public centre must ensure that –
  - (a) no cheque is issued by the public centre without a relevant cheque authorizing document, duly completed and authorized by the person(s) as appointed by the centre governing body;

- (b) all cheques are signed by the relevant signatories mandated by the governing body, one of which must be the accounting officer or a person designated by him or her in exceptional circumstances;
- (c) the amount of a cheque being paid shall be within the parameters of the centre cash flow statement and budget; and
- (d) an authorising document is in place and utilized with regard to all electronic transfers.

### **Petty cash**

6. (1) It is essential that the public centre maintain a petty cash book.
- (2) The governing body must designate a person who is responsible for handling of petty cash.
- (3) The governing body may designate another person to handle the petty cash in the absence of the person contemplated in submeasure (2).
- (4) When it becomes necessary that another person must handle the petty cash, then the cash on hand must be counted and balanced to the petty cash book, prior to handing over the responsibility by the completion of a duly authorized document which will be signed by above parties and the accounting officer.
- (5) The acceptable maximum amount for any petty cash payment must be determined by the centre governing body.
- (6) A cash float for petty cash purposes must be maintained and safeguarded by placing the petty cash float in a proper container for the safeguarding of the petty cash.
- (7) The governing body must determine the amount of the float.
- (8) The float may only be reimbursed from the centre bank account whenever the balance of the float is not adequate for further petty cash payments.
- (9) Payments from the petty cash may only be effected after a petty cash voucher has been completed and has been authorized by the person designated by the governing body.
- (10) A receipt of the transaction obtained from the supplier for every purchase that is made from the petty cash must be submitted and the amount of the receipt must coincide with the authorized amount on the petty cash voucher.

- (11) All transactions debit and credit must be recorded in the petty cash book.
- (12) The petty cash must be balanced at least once a month to the petty cash book.
- (13) There must be a filing system in which all petty cash vouchers and receipts of suppliers are kept.
- (14) The accounting officer must on a monthly basis ensure that all measures in relation to petty cash are adhered to.

#### **Recording of information in the analysis book**

- 7. (1) The accounting officer must ensure that the public centre keep an analysis book.
- (2) The governing body must designate an officer who shall be responsible for managing of the analysis book, which includes maintaining, updating, balancing and reconciling of the analysis book.
- (3) Money received and other credits to the banking account of the public centre must be recorded as follows in the analysis book –
  - (a) after reconciliation of receipts pertaining to a specific bank deposit, the total amount of the particular bank deposit must be recorded on the debit side of the analysis book in the applicable column being allocated for either government receipts or other centre funds received;
  - (b) all amounts credited to the centre bank account, other than amounts deposited by the public centre, appearing on the bank statement, must also be entered as a debit in the analysis book.
- (4) All cheque payments and other debits to the centre bank account of the public centre must be recorded as follows in the analysis book –
  - (a) all cheque payments shall be recorded on the credit side of the analysis book, which the amount shall be entered in a single money column;
  - (b) other debit amounts indicated on the bank statement, other than cheque payments must also be entered in this column;
  - (c) the public centre may analyze the amount indicated in paragraphs (a) and (b) further by using additional columns to simplify comparison of figures to the centre budget and to the cash flow statement.



- (5) The designated officer must on a monthly basis total, balance and reconcile the analysis book with the bank statement.
- (6) The governing body must ensure that a proper filing system is implemented at the public centre to accommodate the systematical safeguarding of all the documents pertaining to entries in the analysis book, which include –
  - (a) every used receipt book;
  - (b) every used deposit book;
  - (c) a completed and authorized cheque authorizing document for each issued cheque, together with the suppliers' invoice or statement that originated the payment, if applicable;
  - (d) the counterfoils of every used cheque book;
  - (e) cheques paid and processed by the bank (accompanying bank statements received by the public centre), filed in cheque number order;
  - (f) bank statements; and
  - (g) the monthly bank reconciliation.
- (7) Documents pertaining to the analysis book must be filed only after the reconciliation of the analysis book to the relevant bank statements has been completed.
- (8) The governing body, in consultation with the accounting officer, must compare the payments and receipts as recorded in the analysis book monthly to the centre budget, to ensure that the budget is not exceeded.

#### **Records of centre assets**

8. (1) The accounting officer must ensure that his or her public centre keep an asset register.
- (2) The governing body must designate an officer who shall be responsible for managing the asset register.
- (3) The designated officer must ensure that the records regarding assets are kept up to date in the asset register.
- (4) At the end of each financial year stock must be taken of all assets to ascertain whether all items as recorded in the asset register are still in the possession of the public centre.

- (5) The designated officer must record all losses of stock and equipment bought by the public centre with money from the centre fund in accordance with the directives issued by the governing body.
- (6) The designated officer must report losses in regard to assets not bought from the centre fund to the relevant district office: Provided that it is not necessary to report losses of assets contemplated in General Notice No. 1423 of 26 November 1999 in *Government Gazette* No. 20669, to district offices.
- (7) Losses or damages suffered by a public centre because of an act committed or omitted by an official, must be recovered from such responsible person if he or she is liable in law.
- (8) All cases of theft, burglaries and vandalism must be reported to the South African Police Service and a case number must be obtained.
- (9) The accounting officer must at the end of the financial year ensure and certify that –
  - (a) all assets of the public centre are correctly recorded in the asset register and that all details pertaining to a particular item are noted; and
  - (b) an annual stocktaking is performed and that the information is compared to the previous year's information in the asset registers.
- (10) The accounting officer must annually report on all losses.
- (11) All disposable stock and equipment that are unserviceable or are redundant must be reported to the relevant district office in writing: Provided that it is not necessary to report to the district office on assets contemplated in General Notice No. 1423 of 26 November 1999 in *Government Gazette* No. 20669.

#### Financial statements

9. (1) In accordance with section 61 of the Act, the financial year of a public centre is from 1 January to 31 December each year.
- (2) The governing body, in liaison with the accounting officer, must draw up financial statements not later than three months after the end of a financial year.
- (3) The financial statements in terms of subsection (2), must include a statement of income and expenditure of the past financial year, also a statement of all assets and liabilities as at the end of the financial year, and must at least include -

- (a) as income:
    - (i) all money received as centre fees;
    - (ii) funds received from the State; and
    - (iii) all donations and grants;
  - (b) as expenditure:
    - (i) all the money which was spent by the public centre for operational costs during the financial year; and
    - (ii) the depreciation of assets;
  - (c) as liabilities:
    - (i) the accrued funds of the public centre; and
    - (ii) any amounts owed by the public centre;
  - (d) as assets:
    - (i) the total amount of assets as indicated in the asset register grouped under the headings "motor vehicles", "motorized equipment" and "furniture and centre equipment";
    - (ii) all debtors outstanding; and
    - (iii) bank balance;
  - (e) as trust funds, all funds registered, donated and bequeathed;
  - (f) a certified document by the accounting officer in accordance with measure 8(9)(a).
- (4) The chairperson of the governing body and the accounting officer must sign the financial statement of the public centre.
  - (5) The financial statement must be submitted to the Directorate: Internal Audit and Anti-corruption within 6 months after closure of the financial year.
  - (6) The Head of Department may extend the period for submittance of financial statements upon submittance of written motivated requests.
  - (7) A report on financial matters by the governing body must accompany the financial statement.

**Financial committee**

10. (1) The governing body of a public centre must appoint a financial committee that will be responsible for the control of the financial affairs of the public centre.
- (2) The accounting officer and at least one other member of the governing body must serve on the financial committee.
- (3) Other members may be co-opted from the parents or the community to serve on the financial committee.
- (4) Meetings will take place on a quarterly basis and minutes must be kept and a copy of the minutes must be handed in at the meeting of the governing body that will serve as a point on the agenda to be discussed.
- (5) The financial committee is responsible to ensure that all records mentioned in the Measures and all other financial-related documentation is safeguarded against loss, theft or fire.
- (6) The financial committee must ensure that a proper financial control system is implemented in the public centre.
- (7) The financial committee is responsible to advise the governing body on financial matters of the public centre.

**Provision of information**

11. All the financial records, books, registers or other financial documentation may be audited or inspected in accordance with sections 24(8) and 35 of the Act.

## PROVINCIAL NOTICE

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[No. 38 of 2003]

### REGULATIONS RELATING TO THE NAME CHANGE OF A PUBLIC ADULT LEARNING CENTRE

Under section 37 of the Adult Basic Education and Training Act, 2000 (ABET) (Act No. 52 of 2000) read with Regulation 41 of the same Act, I, DA Kganare, Member of the Executive Council responsible for Education in the Free State, hereby makes the Regulations as set out in the Schedule.

### SCHEDULE

#### Definitions

1. In these Regulations, any word or expression to which a meaning has been assigned in the Act, shall have the meaning so assigned, unless the context indicates otherwise, and –

“ABET” means Adult Basic Education and Training.

#### Purpose

2. The purpose of these Regulations is to provide for the manner and criteria by which the name of the public centre may be changed and to provide for matters incidental thereto.

#### Manner of name change

3. The governing body of a public centre or the representative committee of the community, if there is no governing body of the public centre may, with the approval of the Member of the Executive Council and by notice in the *Provincial Gazette*, change the name of a public centre.

#### Criteria for a name change of a public centre

4. The name of the public centre must be changed if –
  - (a) the name of the public centre is the same as –
    - (i) the hosting school;
    - (ii) any other school or centre, and such similarities create administrative confusion;

- (b) the name is derogatory;
- (c) possibilities exist for defrauding the public centre by persons who possess the same names;
- (d) it would be in the interest of education or the public that the name changes.

**Procedure for a name change of a public centre**

5. (1) The Centre Governing Body of a public centre must write a submission to the Head of the Physical Planning Section who will provide relevant application forms for consideration of a name change.
- (2) The power to approve a request for a name change is vested in the Member of the Executive Council.
- (3) The Department may request a name change, in which case the Department must request the relevant Centre Governing Body to submit representations in regard to such proposed name change before the Member of the Executive Council makes a decision.

## PROVINCIAL NOTICE

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[No. 39 of 2003]

### REGULATIONS RELATING TO THE MERGER OF PUBLIC ADULT LEARNING CENTRES

Under section 5 of the Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000) read with Regulation 41 of the same Act, I, DA Kganare, Member of the Executive Council responsible for Education in the Free State, hereby make the Regulations contained in the Schedule.

### SCHEDULE

#### Definitions

1. In these Regulations, any word or expression to which a meaning has been assigned in the Act, shall have the meaning so assigned, unless the context indicates otherwise, and –

“ABET” means Adult Basic Education and Training.

#### Purpose

2. The purpose of these Regulations is to regulate the request and the reasons for merging of two or more public centres.

#### Reasons for the merger

3. The reasons for the merger may include, but are not be limited to, the following:
  - (a) the educator/learner ratio is less than 1:20 at a public centre for a continuous period of six months;
  - (b) the radius between the merging public centres is less than five (5) kilometres;
  - (c) the facilities have been damaged beyond repair or destroyed and funds are not available for provision of new facilities;
  - (d) there is a lack of capacity like educators and expertise in some learning areas;
  - (e) the financial management of the public centres has collapsed or is in disarray;
  - (f) any other issue that is in the interest of education and necessitates the proposed merger.

## PROVINCIAL NOTICE

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[No. 40 of 2003]

### REGULATIONS RELATING TO THE REGISTRATION OF A PRIVATE ADULT LEARNING CENTRE

Under section 27(2) of the Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000) read with regulation 41 of the same Act, I, DA Kganare, Member of the Executive Council responsible for Education, hereby makes the Regulations set out in the Schedule.

### SCHEDULE

#### Definitions

1. In these Measures any word or expression to which a meaning has been assigned in the Act, shall have the meaning so assigned to it, unless the context indicates otherwise, and –

“ABET” means Adult Basic Education and Training.

#### Purpose

2. The purpose of these Regulations is to provide for the procedure for application and approval in relation to registration of a Private Adult Learning Centre, as well as to provide for the grants for registration and withdrawal of registration of a Private Adult Learning Centre.

#### Procedure for application

3. A person must apply at least 180 days prior to the intended commencement of education and training activities for the registration of a private centre.
4. On application for registration the applicant must –
  - (a) submit the prescribed application form;
  - (b) attach documents listed in the application form; and
  - (c) indicate the system of quality assurance for learning and development.

#### Duties of Head of Department

5. The Head of Department must, within 90 days of receipt of the application for registration of a private centre, inform an applicant of his or her decision.



6. If the Head of Department refuse to grant permission for registration he or she must notify the applicant in writing and supply the reasons for his or her decision.
7. The applicant may appeal within 30 days of receipt of the notice referred to in measure 6 to the Member of the Executive Council.
8. If the Head of Department granted permission for registration he or she must provide the applicant with –
  - (a) documentary proof of registration;
  - (b) a statement of the minimum requirements of the curriculum in private centres; and
  - (c) the conditions of registration.

#### **Grounds on which registration of private centres are granted**

9. A private centre must commence its education and training programme after registration within the first month of the academic year of the Department, unless its curriculum makes provision to commence otherwise.
10. The owner of a private centre must manage the private centre or he or she may appoint a person or persons to manage the private centre, in which case the owner must inform the Head of Department of the name or names of such persons.
11. The curriculum, as approved by the Head of Department, must be offered and amendments to the curriculum may only be effected after the Head of Department has granted approval.
12. The owner of a private centre must inform the Head of Department on the prescribed form when the name or status of a private centre changes.
13. An owner of a private centre must –
  - (a) provide the Department annually with the private centre's calendar and ensure that the number of private centre days and the average duration of private centre days are not less than the hours and approved for private centres;
  - (b) ensure that the private centre's calendar reflects and honour Public Holidays;
  - (c) keep a manual enrolment register, as well as daily attendance registers per class of all learners attending the private centre;
  - (d) compile a personal file for each learner in which the following must be kept:

- (i) a certified copy of the learner's birth certificate, identity document of the learner (if any);
    - (ii) admission form; and
    - (iii) copies of progress reports, and reports and correspondence to parents;
  - (e) keep a register of all educators employed at the private centre containing their names, qualifications, remuneration as well as copies of the educators' employment contracts and annually provide the Department with it;
  - (f) comply with department requirements concerning the administration and management of private centres as determined from time to time;
  - (g) permit the Head of Department or an officer authorised by him or her to carry out reasonable surveys and check required documentation, unannounced; and
  - (h) comply with the requirements of the Department regarding the submission of reports and survey documents as may be determined from time to time.
14. The principal, educators and other instructing personnel must be appropriately qualified according to the prescribed requirements of the Department.
15. The buildings, grounds and equipment must comply with the minimum norms and standards as determined by the Department.
16. The private centre may not function or be administered on more than one site, unless each site is individually registered with the Department as private centre.
17. If the private centre is to be transferred, whether to another site or to a new owner, the owner must again apply for registration. The Department must be notified in writing of the substitution of Directors or trustees.
18. The number of learners may not exceed the norms and standards with regard to the educator-learner ratio and space norms in private centres.
19. If the owner of a private centre intends to conduct business-orientated alternative activities on site during official private centre hours, excluding a tuck shop and the selling of private centre equipment, the prior approval of the Head of Department must be obtained.
20. The private centre must have a structure that is representative of the parent body that serves as a link between the private centre and the parents. This structure, its election procedures and functions must be reflected in the constitution of the private centre.

21. A private centre must have a representative Adult Learner Representative Council that serves as link between the private centre and the learners. This structure, its election procedures and functions must be reflected in the constitution of the private centre.
22. All staff at the private centre must be employed in terms of a legal contract.
23. An owner of a private centre may not terminate the functioning of the private centre, unless he or she has given the educators of the private centre, the parents and the Head of Department 90 day's notice of such intent.

#### **Grounds for withdrawal of registration**

24. If any material grant, contemplated in measures 9 to 23 has not been complied with, the Head of Department may withdraw that registration and close the private centre from a date determined by him or her.
25. No withdrawal of the registration of a private centre is valid, unless –
  - (a) the Head of Department has furnished the owner of the private centre with a notice of intention to withdraw the registration, stating the reasons why the withdrawal is contemplated;
  - (b) the owner of the private centre has been granted an opportunity to make written representations within a period of 30 days to the Head of Department as to why the registration should not be withdrawn; and
  - (c) any representation received, have been duly considered by the Head of Department.
26. The Head of Department must notify the owner of the private centre in writing of his or her decision.
27. The owner of the private centre may appeal, within 30 days of receipt of the notice contemplated in measure 25, to the Member of the Executive Council.

#### **Appeal to the Member of the Executive Council**

28. The Member of the Executive Council must inform the appellant, within 30 days of receipt of an appeal referred to in measure 7 and 27, of the outcome of such appeal and in the case of an unsuccessful appeal, provide the reasons therefore.
29. The Member of the Executive Council may, when considering an appeal referred to in measures 7 and 27, request the appellant or the Head of Department to furnish him or her with further information.
30. The Member of the Executive Council must inform the Head of Department of his or her decision in an appeal.

## PROVINCIAL NOTICE

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[No. 41 of 2003]

### REGULATIONS RELATING TO THE ADMISSION OF LEARNERS TO PUBLIC ADULT LEARNING CENTRES

Under section 18 of the Adult Basic Education and Training Act, 2000 (Act No. 52 of 2000) read with regulation 41 of the same Act, I, DA Kganare, Member of the Executive Council responsible for Education, hereby determine the guidelines for the admission of learners to the Public Adult Learning Centres or Public Adult Learning Satellites, as set out in the Schedule.

### SCHEDULE

#### Definitions

1. In these Regulations, any word or expression to which a meaning has been assigned in the Act, shall have the meaning so assigned to it, unless the context indicates otherwise, and –

“ABET” means Adult Basic Education and Training;

“admission test” means any test administered to admit learner in any public centre; and

“placement test” means any test which is administered to place learners who do not have a record of learning for placement in a particular level.

#### Purpose

2. To provide for the requirements, criteria for the admission of learners at the public centres, procedures to be followed for admission and matters connected therewith.

#### Manner of application

3. Learners, parents or guardians of learners who wish to enrol at a public centre must –
  - (a) complete the application form determined by the Head of Department;

- (b) submit certified copies of birth or identity documents, and, if available, the copy of an academic transcript duly signed and stamped by an authorised official of the school or institution the learner previously attended; and
- (c) payment of the prescribed registration fee determined by the public centre.

#### **Criteria for admission**

- 4. The public centre shall enrol such number of learners depending on –
  - (i) availability of staff capacity and curriculum requirements;
  - (ii) availability of learning space as required by the policy of the Department relating to learner-educator ratio;
  - (iii) availability of teaching and other related resources.

#### **Admission procedure**

- 5.
  - (1) No admission tests must be administered on the learners as a prerequisite for admission.
  - (2) Placement tests must be conducted for all new learners for all four levels.
  - (3) A learner shall, subject to regulation 4, not be refused admission to the public centre on the following grounds:
    - (a) Inability to pay the fees determined by the centre governing body.
    - (b) The learner is physically challenged in any manner.
    - (c) On any ground of unfair discrimination.

## PROVINSIALE KOERANT

(Verskyn elke Vrydag)

Alle korrespondensie, advertensies, ens. moet aan die Beampte Belas met die Provinsiale Koerant, Posbus 517, Bloemfontein, geadresseer word. Gratis eksemplare van die Provinsiale Koerant of uitknipsels van advertensies word NIE verskaf nie. Indien eksemplare van die Provinsiale Koerant verlang word, moet R4,70 vir elke eksemplaar gestuur word.

### Intekengeld (vooruitbetaalbaar)

Die intekengeld vir die Provinsiale Koerant (insluitend alle Buitengewone Provinsiale Koerante) is soos volg:

|                                       |          |
|---------------------------------------|----------|
| Halfjaarliks (posvry) .....           | R122,50  |
| Jaarliks (posvry) .....               | R 245,00 |
| Prys per los eksemplaar (posvry)..... | R 4,70   |

Seëls word nie aanvaar nie.

### Sluitingstyd vir die Aannee van Kopie

Alle advertensies moet die Beampte Belas met die Provinsiale Koerant bereik nie later **nie as 12:00 sewe werksdae** voordat die Koerant uitgegee word. Advertensies wat na daardie tyd ontvang word, word oorgehou vir publikasie in die uitgawe van die volgende week, of as die adverteerder dit verlang, sal dit in die Koerant wat op die pers is as 'n "Laat Advertensie" geplaas word. In sulke gevalle moet die advertensie aan die Beampte oorhandig word **nie later nie as 10:30 op die Donderdag** van die week voordat die Koerant gepubliseer word en dubbeltarief sal vir dié advertensie gevra word.

'n "Laat Advertensie" sal nie sonder definitiewe instruksies van die Adverteerder as sodanige geplaas word nie.

### Advertensietariewe

Kennisgewings wat volgens Wet in die Provinsiale Koerant geplaas moet word: R2,00 per sentimeter of deel daarvan, enkelkolom.

Advertensiegeelde is vooruitbetaalbaar aan die Beampte belas met die Provinsiale Koerant, Posbus 517, Bloemfontein 9300.

*Gedruk en uitgegee deur die Vrystaatse Provinsiale Administrasie*

## PROVINCIAL GAZETTE

(Published every Friday)

All correspondence, advertisements, etc. must be addressed to the Officer in charge of the Provincial Gazette, P.O. Box 517, Bloemfontein. Free Voucher copies of the Provincial Gazette or cuttings of advertisements are NOT supplied. If copies of the Provincial Gazette are required, R4,70 must be sent for each copy.

### Subscription Rates (payable in advance)

The subscription fee for the Provincial Gazette (including all Extraordinary Provincial Gazettes) are as follows:

|   |          |
|---|----------|
| Half-yearly (post free) .....           | R 122,50 |
| Yearly (post free) .....                | R 245,00 |
| Price per single copy (post free) ..... | R 4,70   |

Stamps are not accepted

### Closing time for acceptance of copy

All advertisements must reach the Officer in Charge of the Provincial Gazette **not later than 12:00, seven working days** prior to the publication of the Gazette. Advertisements received after that time will be held over for publication in the issue of the following week, or if desired by the advertiser, will be inserted in the current issue as a "Late Advertisement". In such case the advertisement must be delivered to the Officer in Charge **not later than 10:30 on the Thursday** of the week preceding the publication of the Gazette and double rate will be charged for that advertisement.

A "Late Advertisement" will not be inserted as such without definite instructions from the advertiser.

### Advertisement Rates

Notices required by Law to be inserted in the Provincial Gazette: R2,00 per centimeter or portion thereof, single column.

Advertisement fees are payable in advance to the Officer in charge of the Provincial Gazette, P.O. Box 517, Bloemfontein, 9300.

*Printed and published by the Free State Provincial Administration*