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# IMPORTANT

## Information

### from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.



#### GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
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5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – [www.gpwonline.co.za](http://www.gpwonline.co.za))
7. Incorrectly completed forms and notices submitted in the wrong format 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))
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za).

**DISCLAIMER:**

Government Printing Works reserves the right to apply the 25% discount to all Legal and Liquor notices that comply with the business rules for notice submissions for publication in gazettes.

National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

For any information, please contact the eGazette Contact Centre on 012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)

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**GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS**

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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING****NO. 1083****09 NOVEMBER 2015****CONTINUING EDUCATION AND TRAINING ACT, 2006 (ACT NO. 16 OF 2006)****NATIONAL NORMS AND STANDARDS FOR FUNDING COMMUNITY EDUCATION  
AND TRAINING COLLEGES**

I, Bonginkosi Emmanuel Nzimande, Minister of Higher Education and Training, in terms of section 23 of the Continuing Education and Training (CET) Act, 2006 (Act No.16 of 2006), hereby publish the National Norms and Standards for Funding Community Education and Training Colleges (NNSF-CET colleges), as set out in the Schedule. The effective date for implementation of the norms is 1 April 2015.

These norms and standards have been developed to deal with the transition of Public Adult Learning Centres to Community Education and Training (CET) Colleges which is a new institutional type in terms of the CET Act, 2006 (Act No.16 of 2006). Once the CET colleges have been transformed, as envisaged in the White Paper for Post-School Education and Training and in the CET colleges Policy, these funding norms and standards will be reviewed.

**Dr BE Nzimande, MP****Minister of Higher Education and Training****Date:** 04/08/2015

**SCHEDULE****NATIONAL NORMS AND STANDARDS FOR FUNDING COMMUNITY EDUCATION  
AND TRAINING COLLEGES****ABBREVIATIONS AND ACRONYMS**

AET	Adult Education and Training
CET	Community Education and Training
CLC	Community Learning Centre
DHET	Department of Higher Education and Training which is referred to as the Department in the this document
NATED	National Technical Education
NC(V)	National Certificate (Vocational)
NNSF-ALCs	National Norms and Standards for Funding Adult Learning Centres
NNSF-CET colleges	National Norms and Standards for Funding Community Education and Training colleges
NSFAS	National Student Financial Aid Scheme
PALC	Public Adult Learning Centre
PSET	Post-School Education and Training
PED	Provincial Education Department
TVET	Technical and Vocational Education and Training

## NATIONAL NORMS AND STANDARDS FOR FUNDING COMMUNITY EDUCATION AND TRAINING COLLEGES

1. These national Norms and Standards for Funding Community Education and Training colleges (NNSF-CET colleges) provide for a funding mechanism for Community Education and Training (CET) colleges. The Public Adult Learning Centres (PALCs) have been merged into the CET colleges from 1 April 2015 and be administered as such.
2. The national Norms and Standards for Funding Adult Learning Centres (NNSF-ALCs) are no longer applicable effective from 1 April 2015, as they were applicable to the PALCs.
3. The basis for allocating funds to the CET colleges will consider the historical background on how allocations to PALCs were previously determined by Provincial Education Departments (PEDs). This implies that, the determination of allocations by the Department of Higher Education and Training (DHET) will largely be informed by the manner in which allocations were determined for PALCs by PEDs prior to the shift of the administrative function from PEDs to the Department.
4. The total allocation to each CET college will be for Personnel, Goods and Services and Capital Expenditure and it will be based on the number of learners, programmes approved by the Director-General (hereafter referred to as DG) for the CET college and the total available budget.
  - (a) The allocation for Goods and Services as well as Capital Expenditure will be transferred to CET colleges by the Department;
  - (b) The Personnel allocation for CET colleges will be retained and administered by the Department as it will be the responsibility of the Minister to employ personnel of CET colleges; and
  - (c) The allocation to a CET college will include the total allocation for all Community Learning Centres (formerly known as PALCs) under that CET college.
5. A CET college must open only one main bank account in its name as a legal entity. However, the CET college must open subsidiary bank accounts for Community Learning Centres

(CLCs), if the CLCs did not have them before. These subsidiary bank accounts will only serve as deposit accounts. Please refer to paragraph 12 on how CLCs should deal with existing bank accounts. The subsidiary account must be linked to the main bank account. Students may deposit fees directly into the subsidiary account and only the CET college will have access to the funds deposited into that account. Student fees and other private funds raised by CLCs which must be deposited into the subsidiary account will be automatically transferred to the main CET college bank account.

6. The Department will deposit funds allocated to a CET college into its main bank account on condition that:
  - (a) The CET college provides the Department with the written assurance that it implements effective, efficient and transparent financial, asset and information management as well as internal control systems before the transfer of funds can occur;
  - (b) The CET college has a Supply Chain Management (SCM) policy, processes and procedures in place; and
  - (c) The CET college is subjected to a checklist determined by the DG and published in the Government Gazette which includes specifics of (a) and (b) and any other relevant criteria and the College is able to manage the funds as per the requirements of the checklist.
7. If a CET college does not meet the above requirements for transfer to be made, the Department will as an interim measure, use a paper budget and spend on behalf of the college for procurement and other services rendered to the college, until the CET college has set up the necessary systems to receive and manage transfer payments allocated to it.
8. The CET college will make use of a paper budget in order to administer the non-personnel allocated funds on behalf of the CLC under its administration. The CET colleges must provide CLCs with petty cash to deal with emergencies (such as burst water pipes). DHET will provide the petty cash policy to apply when using petty cash that has to be adopted by the College Council.

9. The minimum conditions under which the CET college may allocate funds to CLCs to ensure fair, equitable and transparent funding are as follows:
- (a) The CET college should determine allocations per CLCs and inform each CLC of its allocated budget for the next academic year by November of each preceding year;
  - (b) The allocation to the CLCs by the CET colleges must be made in such a manner that the CLCs can be operational throughout the year;
  - (c) The CET college must clearly inform the CLCs that the allocations are for their daily operations and that they will be spent through a paper budget;
  - (d) As a minimum, CLCs must report on the utilisation of the allocated funds on a quarterly and annual basis to the CET college; and
  - (e) The CLC is subject to a checklist determined by the DG including the conditions from (a) to (d) above and any other relevant conditions contemplated in paragraph 9 and is also able to manage the funds per the requirements of the checklist.
10. Notwithstanding the conditions set in paragraph 8, the DG may determine additional conditions when the need arises.
11. Where the CET college has accumulated reserves, such reserves may not be used for personnel costs without the approval of the DG. The DG will determine the scope and purpose of such funds, including the clawing back of funds allocated from voted funds.
12. CLCs do not have the authority to open bank accounts as of 1 April 2015 as was the position for the PALCs under the AET Act because CLCs are not juristic persons. However, to ensure continuity in terms of honouring the on-going financial obligations of the erstwhile PALCs, if a PALC has a bank account, the account must be converted into a subsidiary bank account, which will be used for deposits only and linked to the main bank account of the CET college, on or before a date to be determined by the DG. The CLC must report the bank balance to the CET college prior the conversion of the CLC bank account into a subsidiary account.

13. The CET Act, 2006 (Act No. 16 of 2006), clearly states that public colleges may raise revenue through the charging of college fees. The following conditions apply for charging fees at CET colleges:
- (a) The college may charge fees to cover college operational costs such as water and electricity towards other skills programmes or community projects administered at or by the CET college;
  - (b) The fee structure of the college must be approved by the Director-General on condition that the projected budget and the exemptions policy of the college are submitted to the Department by October each year;
  - (c) Fees charged by the CLCs must be deposited into the CLC subsidiary bank account; and
  - (d) Any other prescriptions determined by the Minister.
14. The ten (10) private adult learning centres that were subsidised by the Western Cape -Provincial Education Department (WC-PED) will continue to be financially assisted through funding under the terms and conditions of the grantor and under similar terms and conditions that were determined by the WC-PED prior to 31 March 2015 but only until 31 December 2015. This is to ensure continuity of services to the learners. This measure is necessitated by the function shift of the AET to CET colleges to the DHET from 1 April 2015, a date one quarter into the academic year.
15. Funding for CET colleges identified by the Department for piloting the new institutional type will be subject to conditions determined by the Minister of Higher Education and Training.
16. The Minister of Higher Education and Training may determine prescriptions published in the Government Gazette for the strategic plans, budgeting, fee levying, financial statements and auditing of matters related to the finances of the College.





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