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## GENERAL NOTICES

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### NOTICE 555 OF 2001

#### **SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA) Nomination of new members to the National Standards Bodies (NSBs)**

In order to proceed with the next three-year cycle of National Standards Bodies' (NSBs) registration in terms of Government Regulation 13 of 28 March 1998, SAQA invites nominations for members and their alternates from all six specified categories of organizations. SAQA encourages the nomination of alternate members in order to maintain continuity of information to the absent member and to the stakeholders. It must, however, be noted that the alternate members have no voting rights.

**All nominations should be accompanied by the following:**

- A letter of motivation for the nomination written on the official letterhead of the nominating body;
- A completed relevant nomination form as per the attached;
- A CV completed as per the attached;
- A letter of acceptance from the nominee.
- In the case where the nominating body has the right to nominate more than one person, the multiple nominations form should be used.

Nominations should reach SAQA *by no later than Monday 9 April 2001*. All correspondence should be marked **Nomination for NSB ..-** with the relevant NSB clearly indicated, and addressed to:

The Director: Standards Setting and Development  
For Attention: Sharon Vasuthevan  
SAQA  
Postnet Suite 248  
Private Bag X06  
WATERKLOOF  
0145  
or faxed to: (012) 346 5812

### NSB INFORMATION

In terms of Government Regulation 3(4) of 28 March 1998, the National Qualifications Framework is divided into **12 organising fields**, viz.:

- (a) Field 01: Agriculture and Nature Conservation
- (b) Field 02: Culture and Arts
- (c) Field 03: Business, commerce and Management Studies
- (d) Field 04: Communication Studies and Language
- (e) Field 05: Education, Training and Development

- (f) Field 06: Manufacturing, Engineering and Technology
- (g) Field 07: Human and Social Studies
- (h) Field 08: Law, Military Science and Security
- (i) Field 09: Health Sciences and Social Services
- (j) Field 10: Physical, Mathematical, Computer and Life Sciences
- (k) Field 11: Services
- (l) Field 12: Physical Planning and Construction

Government Regulations 19(1) and (2) of 28 March 1998 specify the **Functions of the NSB** to be:

- 19(1) (a) define and recommend to the Authority the boundaries of the discrete field for which it is constituted, by the value added by the field including but not limited to process, product or service, related to other fields;
- (b) define and recommend to the Authority a framework of sub-fields to be used as a guide for the recognition and/or establishment of Standards Generating Bodies;
- (c) recognise and/or establish Standards Generating Bodies within the framework of sub-fields, or withdraw or rescind such recognition or establishment;
- (d) ensure that the work of Standards Generating Bodies meets the requirements for the registration of standards and qualifications as determined by the Authority;
- (e) recommend the recognition of standards on the National Qualifications Framework to the Authority;
- (f) recommend the registration of qualifications to the Authority;
- (g) update and review qualifications;
- (h) liaise with Education and Training Quality Assurance bodies regarding the procedures for recommending new standards and qualifications, or amending registered standards and qualifications;
- (i) define requirements and mechanisms of moderation to be applied across Education and Training Quality Assurance bodies;
- (j) appoint office-bearers, such committees and members of committees as required to carry out the functions designated, in consultation with the Authority; and
- (k) perform such other functions as may from time-to-time be delegated by the Authority.
- (2) In performing the functions referred to in regulation 19(1), a National Standards Body shall –
- (a) abide by the decisions of the Authority relating to the development and implementation of the National Qualifications Framework;
- (b) consult with experts in the defined field concerning the accuracy and acceptability of the results of such activities and subject such results to their scrutiny;
- (c) publish the results of such activities in the Government Gazette for comment by interested parties; and
- (d) ensure that the results of such activities are subjected to the scrutiny of the Reference Grouping contemplated in Regulation 17, prior to submission to the Authority.

Government Regulations 16(1) and (2) of 28 March 1998 require that **Nominations of Members to NSBs** should accord with the following:

- 16(1) Organisations proposing to nominate persons to National Standards Bodies should be sensitive to the need for equity and redress, and shall nominate persons who –
- (a) will be able to consider issues of productivity, fairness, public interest and international comparability as related to education and training;
  - (b) enjoy credibility in the various parts of the constituency in question which includes but is not limited to those who enjoy respect, have the necessary expertise and experience in the field, are well-versed in the strategies and policies of the organisation nominating, and have the support or backing of the organisation;
  - (c) are able to advocate and mediate the needs and interests of all levels within the field covered by the National Standards Body;
  - (d) are able to exercise critical judgement at a high level; and
  - (e) are committed to a two-way communication process between the National Standards Body and the constituency.
- (2) Organisations wishing to be represented on National Standards Bodies shall be guided in their submissions for representations by the following:
- (a) Each National Standards Body shall be composed of six categories of organisations which are: State Departments, organised Business, organised Labour, Providers of Education and Training, Critical Interest Groups and Community/Learner organisations.
  - (b) Each Category of organisations shall normally be entitled to a maximum of six representatives and the maximum number of representatives forming a National Standards Body shall be 36 unless the Authority deems otherwise.
  - (c) In addition to the guidelines referred to in regulation 16(a) and (b) –
    - (i) state representatives shall include the Departments of Education and Labour and, where desirable, other state departments, representatives of the provinces and of schools;
    - (ii) organised Business and Labour shall each have six representatives, with two representatives each being versed in policy and evaluation, and the others being actively involved in the field of the National Standards Body;
    - (iii) providers of education and training should be representative of the General Education and Training Band, the Further Education and Training Band and the Higher Education and Training Band;
    - (iv) the Chairperson of the Authority or a nominated member of the Authority shall be ex-officio a member of each National Standards Body;
    - (v) the executive officer of the Authority or a nominee shall also be a member of each National Standards Body; and
    - (vi) other members of the Authority may attend meetings of a National Standards Body by prior arrangement with the Chairperson of the relevant National Standards Body.

## NSB MEMBERSHIP TERM OF OFFICE 01 AUGUST 2001 - 31 JULY 2004

## NOMINATION FORM

DATE:	
NAME OF NOMINATING BODY:	
ORGANISING FIELD	<ul style="list-style-type: none"><li><input type="checkbox"/> NSB01: Agriculture and Nature Conservation</li><li><input checked="" type="checkbox"/> NSB02: Culture and Arts</li><li><input type="checkbox"/> NSB03: Business, Commerce and Management Studies</li><li><input checked="" type="checkbox"/> NSB04: Communication Studies and Language</li><li><input type="checkbox"/> NSB05: Education, Training and Development</li><li><input type="checkbox"/> NSB06: Manufacturing, Engineering and Technology</li><li><input type="checkbox"/> NSB07: Human and Social Studies</li><li><input type="checkbox"/> NSB08: Law, Military Science and Security</li><li><input type="checkbox"/> NSB09: Health Sciences and Social Services</li><li><input type="checkbox"/> NSB10: Physical, Mathematical, Computer and Life Sciences</li><li><input type="checkbox"/> NSB11: Services</li><li><input type="checkbox"/> NSB12: Physical Planning and Construction</li></ul>
NAME OF NOMINEE:	

<b>ROLE THE INDIVIDUAL PLAYS IN THE ORGANIZATION:</b>	
<b>NAME OF ALTERNATE NOMINEE:</b>	
<b>ROLE THE INDIVIDUAL PLAYS IN THE ORGANIZATION:</b>	
<b>STAKEHOLDER CATEGORY:</b>	<input type="checkbox"/> State Department <input type="checkbox"/> Organised Business <input type="checkbox"/> Organised Labour <input type="checkbox"/> Provider of Education and Training <input type="checkbox"/> Community / Learner Organisation <input type="checkbox"/> Critical Interest Group
<b>DESCRIPTION OF FEEDBACK MECHANISM THE NOMINATING BODY HAS IN PLACE</b>	

We, the undersigned, herewith submit the above nominations for NSB membership for the term of office, 01 August 2001 – 31 July 2004.

<b>NAME OF AUTHORIZED PERSON:</b>	
<b>DESIGNATION:</b>	
<b>SIGNATURE OF AUTHORIZED PERSON</b>	
<b>NAME OF SECONDER:</b>	
<b>DESIGNATION:</b>	
<b>SIGNATURE OF SECONDER:</b>	

NSB MEMBERSHIP TERM OF OFFICE 01 AUGUST 2001 – 31 JULY 2004

**MULTIPLE NOMINEES NOMINATION FORM**

DATE: \_\_\_\_\_

NAME OF NOMINATING BODY: \_\_\_\_\_

STAKEHOLDER CATEGORY:

- State Departments  
 Organised Business  
 Organised Labour  
 Provider of Education and Training  
 Community / Learner Organisation  
 Critical Interest Group

**NOMINATIONS:**

NATIONAL STANDARDS BODY	NAME	ROLE THE INDIVIDUAL PLAYS IN THE ORGANISATION
NSB01: Agriculture and Nature Conservation	Nominee:	
	Alternate:	
NSB02: Culture and Arts	Nominee:	
	Alternate:	
NSB03: Business, Commerce and Management Studies	Nominee:	
	Alternate:	
NSB04: Communication and Language Studies	Nominee:	
	Alternate:	

NATIONAL STANDARDS BODY	NAME	ROLE THE INDIVIDUAL PLAYS IN THE ORGANISATION
NSB05: Education, Training and Development	Nominee:	
	Alternate:	
NSB06: Manufacturing, Engineering and Technology	Nominee:	
	Alternate:	
NSB07: Human and Social Sciences	Nominee:	
	Alternate:	
NSB08: Law, Military Science and Security	Nominee:	
	Alternate:	
NSB09: Health Sciences and Social Services	Nominee:	
	Alternate:	
NSB10: Physical, Mathematical, Computer and Life Sciences	Nominee:	
	Alternate:	
NSB11: Services	Nominee:	
	Alternate:	
NSB12: Physical Planning and Construction	Nominee:	
	Alternate:	

**DESCRIPTION OF FEEDBACK MECHANISM THE NOMINATING BODY HAS IN PLACE:**

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We, the undersigned, herewith submit the above nominations for NSB membership for the term of office, 01 August 2001 – 31 July 2004.

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**NAME OF THE AUTHORIZED PERSON**

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**DESIGNATION**

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**SIGNATURE**

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**NAME OF SECONDER**

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**DESIGNATION**

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**SIGNATURE**



## CURRICULUM VITAE OF NOMINEE

<b>NAME</b>	
<b>POSTAL ADDRESS</b>	
<b>STREET ADDRESS</b>	
<b>CONTACT NUMBERS</b>	<b>Work:</b> <b>Cell:</b> <b>Fax:</b>
<b>E-MAIL ADDRESS</b>	
<b>FORMAL QUALIFICATIONS</b>	
<b>WORK EXPERIENCE IN THE FIELD</b>	
<b>CURRENT EMPLOYER</b>	
<b>POSITION</b>	
<b>PREVIOUS PARTICIPATION IN SAQA STRUCTURES AND PROCESS</b>	

## CURRICULUM VITAE OF ALTERNATE

NAME	
POSTAL ADDRESS	
STREET ADDRESS	
CONTACT NUMBERS	Work:
	Cell:
	Fax:
E-MAIL ADDRESS	
FORMAL QUALIFICATIONS	
WORK EXPERIENCE IN THE FIELD	
CURRENT EMPLOYER	
POSITION	
PREVIOUS PARTICIPATION IN SAQA STRUCTURES AND PROCESS	