



Government Gazette

REPUBLIC OF SOUTH AFRICA

Vol. 438 Pretoria 28 December 2001 No. 22987



AIDS HELPLINE: 0800-123-22 Prevention is the cure

GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY**No. 1416****28 December 2001****SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In order to proceed with the recognition of Standards Generating Bodies in terms of Government Regulations 19(1)(c) and 22(2) of 28 March 1998, National Standards Body 03 (Business, Commerce and Management Studies) invites public comment with respect to *the acceptability of the nominees and the representativeness of the key education and training stakeholder interest groups* listed as an SGB applicant below.

In addition, the NSB invite submissions from interested parties wishing to serve on such an SGB. Interested parties should take note of the section on SGB Information below.

All nominations/ applications should be accompanied by curricula vitae.

More information regarding this application may be obtained on the SAQA website or from the SAQA offices.

Comment should reach the NSB at the address below **by not later than 31 January 2002**. All correspondence should be marked **SGB Formation for Administration** and be addressed to:

The Director: Standard Setting and Development SAQA <i>Attention: Mr. D Mphuthing</i> Postnet Suite 248 Private Bag X06 Waterkloof 0145 or faxed to 012 - 482 0832

SGB INFORMATION

As a necessary step in the development and implementation of the National Qualifications Framework, The National Standards Bodies are briefed [regulation 19(1)(c) of 28 March 1998] to recognise or establish Standards Generating Bodies (SGBs).

SGBs shall:

- a. generate standards and qualifications in accordance with the Authority requirements in identified sub-fields and levels;
- b. update and review standards;
- c. recommend standards and qualifications to National Standards Bodies;
- d. recommend criteria for the registration of assessors and moderators or moderating bodies; and
- e. perform such other functions as may from time-to-time be delegated by its National Standards Body.

Any bodies wishing to nominate representatives, make application to serve on, or make any other submission with regard to the above SGB should note the following information.

SGBs should be composed of organisations, which shall be key education and training stakeholder interest groups and experts in the sub-field. The NSB, when making its final decisions will have due regard for, among other things, *the need for representativeness and equity, redress and relevant expertise in terms of the work of the SGBs.*

Organisations proposing to nominate persons to SGBs 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 in the sub-field;
- (b) enjoy credibility in the sub-field in question, who enjoy respect; have the necessary expertise and experience in the sub-field and have the support or backing of the nominating body;
- (c) are able to advocate and mediate the needs and interests of all levels within the sub-field covered by the Standards Generating Body;
- (d) are able to exercise critical judgement at a high level; and
- (e) are committed to a communication process between the Standards Generating Body, the National Standards Body and the Constituency.

**PUBLIC NOTICE BY NSB 03, BUSINESS, COMMERCE AND MANAGEMENT STUDIES TO
REGISTER AN SGB FOR ADMINISTRATION**

NSB 03 hereby registers an SGB for Administration for a period of three years, until 21 December 2004. This SGB will liaise closely with all the other sub-fields under Business, Commerce and Management.

BRIEF OF THE SGB

1. Develop learning pathways for potential qualifications and unit standards in the sub-field Administration from NQF level 1 through to NQF level 6 [Regulation 24 (1)(e)].
2. Generate the following standards and qualifications in accordance with Authority requirements relating to Administration in the areas: Corporate Governance, Information Handling, Administrative Systems, Knowledge Management, Communication and Applied Research, Business and Strategic Analysis, Office Technology, Financial and Administrative Services, Administrative Activities and Administrative Supervision
 - Certificate in Information Handling (Levels 1 – 5)
 - Certificate and Diploma in Administrative Systems (Levels 2 – 5)
 - Certificate in Knowledge Management (Levels 3 – 5)
 - Certificate, Diploma and Bachelor degree in Communication and Applied Research (Levels 1 – 6)
 - Certificate, Diploma and Bachelor degree in Business and Strategic Analysis (Levels 4 – 6)
 - Certificate and Diploma in Office Technology (Levels 1 – 6)
 - Certificate, Diploma and Bachelor degree in Financial and Administrative Services (Levels 4 – 6)
 - Certificate and Diploma in Administrative Activities (Levels 1 – 5)
 - Certificate and Diploma in Administrative Supervision (Levels 4 – 5)
 - Degree in Corporate Governance (Level 6) [Regulation 24(1)(a)].
3. Liaise with other relevant SGBs in the organising field Business, Commerce and Management Studies [Regulation 24(1)(a) & (e)].
4. Recommend the qualifications generated under 2, above, to the NSB [Regulation 24(1)(c)].
5. Recommend criteria for the registration of assessors and moderators or moderating bodies [Regulation 24(1)(d)].
6. Update and review standards [Regulation 24(1)(b)].
7. Accept and perform other related functions as requested by NSB 03 [Regulation 24(1)(e)].

COMPOSITION OF THE SGB

Name	Workplace	Nominating Body	Experience/Qualifications
Beneke, Inge Mrs	UNISA	UNISA	B. Com (Personnel Management)
Clark, Marthie Mrs	Technikon Witwatersrand	Technikon Witwatersrand	Further Diploma in Education MBA in progress
Cooper, Veld Mr	Veld Cooper and Associates cc	Veld Cooper and Associates cc	Fellow: ICOSA and ICB Member: CFA and IIA
de Bruyn, Pieter Mr	College of Vocational Studies	College of Vocational Studies	BA, BA Hons, MBL, DBL
Hattingh, Rina Ms	Tygerburg College	Tygerburg College	Higher Diploma in Education; lecturer and programme manager
Layton-Matthews, Samantha Ms	Layton-Matthews Consulting	Layton-Matthews Consulting	Training and Devt Specialist; SMME focused; NQF and skills devt expertise
Bernstein, Colleen Ms	University of the Witwatersrand	University of the Witwatersrand	MA (Industrial Psychology)
Van Rooyen, Basil Mr	Troupant Publishers; Assessment College	INPROV	Vocational education publishing; MAPP SETA and NSB 04 member
Warren, Rosemary Ms	University of Natal	University of Natal	Industrial Psychology; Adult Education; Masters in Organisation and Management Systems in progress
Groenewald, Darelle Ms	Technikon SA	Technikon SA	Bcom Honours, Mcom in Business Management Senior Lecturer : Business Management at Technikon SA
Cronje, Steph Ms	College of Vocational Studies	College of Vocational Studies	Bcomm Honours Operations Director, College of Vocational Studies
Thomas, Henda Judith Ms	Pretoria Technikon	Pretoria Technikon	BA Social Science and Honours in Information Science Senior Lecturer : Information Science and Secretarial Studies at Pretoria Technikon
Pretorius, Johan Mr	Wits Technikon	Wits Technikon	Bcomm, Bed, NHD, THED, Senior Lecturer at School for Information Technology, Wits Technikon
Webb, Cathie Ms	Integrity Software	Payroll Association of SA	BSC Natural Sciences Executive of PASA National Support Manager for Integrity Software SA
de Beer, Elizabeth, Ms	Cement Distributors (Pty) Ltd	Payroll Association of SA	Diploma in Personnel Management, Labour Relations and VIP Payroll System Personnel Officer for Cement Distributors