

No. R. 321


15 April 2011

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**SERVICES SETA  
(SECTOR EDUCATION & TRAINING AUTHORITY)**

As set out in the Schedule

  
**JEFFREY THAMSANQA RADEBE, MP**  
**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**



## REPUBLIC OF SOUTH AFRICA

## FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**  
**(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))**  
**[Regulation 5A]**

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<p>1.1 Internal records</p> <p>The following are records pertaining to SERVICE SETA's own affairs:</p> <ul style="list-style-type: none"> <li>• Constitution of SERVICE SETA</li> <li>• Financial records</li> <li>• Operational records</li> <li>• Intellectual property</li> <li>• Marketing records;</li> <li>• Internal correspondence;</li> <li>• Product records;</li> <li>• Statutory records;</li> <li>• Internal policies and procedures;</li> <li>• Records held by officials of the public body.</li> </ul>	<p><b>On request from information officer:</b>  <b>Charmayne Kok</b>  <b>Services SETA</b>  <b>PO Box 3322</b>  <b>Houghton</b>  <b>2041</b></p>
<p>1.2 Personnel records</p> <p>Personnel refers to any person who works for or provides services to or on behalf of SERVICE SETA and receives</p>	<p><b>On request from information officer:</b>  <b>Charmayne Kok</b>  <b>Services SETA</b>  <b>PO Box 3322</b>  <b>Houghton</b></p>

or is entitled to receive any remuneration and any other person who assist in carrying out or conducting any work or services of SERVICE SETA. This includes, without limitation, directors, heads of departments, managers, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

- Any personal records provided to the public body by their personnel;
- Any records a third party has provided to the public body about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

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<p><b>1.3 Work-related records</b> Work-related information includes the following:</p> <ul style="list-style-type: none"> <li>• Any records a third party has provided to the public body; and</li> <li>• Records generated by or within the public body pertaining to work or services, including transactional records.</li> </ul>	<p><b>On request from information officer:</b> <b>Charmayne Kok</b> <b>Services SETA</b> <b>PO Box 3322</b> <b>Houghton</b> <b>2041</b></p>
<p><b>1.4 Other Parties</b> Records are kept in respect of other parties, including without limitation, employers, workers, contractors, suppliers, departments, divisions and service providers. Alternatively, such other parties may possess records which can be said to belong to the public body. The following records fall under this category:</p> <ul style="list-style-type: none"> <li>• Personnel, work or service related records which are held by another party as opposed to being held by SERVICE SETA and</li> <li>• Records held by SERVICE SETA pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about their contractors/suppliers.</li> </ul>	<p><b>On request from information officer:</b> <b>Charmayne Kok</b> <b>Services SETA</b> <b>PO Box 3322</b> <b>Houghton</b> <b>2041</b></p>
<p><b>1.5 Other Records</b> Further records are held including:-</p> <ul style="list-style-type: none"> <li>• Information relating to SERVICE SETA's own commercial activities; and</li> <li>• Research information belonging to SERVICE SETA or carried out on behalf of a third party.</li> </ul>	<p><b>On request from information officer:</b> <b>Charmayne Kok</b> <b>Services SETA</b> <b>PO Box 3322</b> <b>Houghton</b> <b>2041</b></p>

<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
See inspection records	<b>On request from information officer:</b> <b>Charmayne Kok</b> <b>Services SETA</b> <b>PO Box 3322</b> <b>Houghton</b> <b>2041</b>
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
See inspection records	<b>On request from information officer:</b> <b>Charmayne Kok</b> <b>Services SETA</b> <b>PO Box 3322</b> <b>Houghton</b> <b>2041</b>
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>	
Newsletters and industry related publications	<b>On request from information officer:</b> <b>Charmayne Kok</b> <b>Services SETA</b> <b>PO Box 3322</b> <b>Houghton</b> <b>2041</b>