

No. R. 322

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 –

MERSETA

As set out in the Schedule

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

**merSETA**

(MANUFACTURING, ENGINEERING, AND RELATED SERVICES SETA)

1. The description of categories of records automatically available for inspection in terms of Section 15(1) (a) (1)

<ul style="list-style-type: none"> • Governance • Financial management • Grants • ETQA 	<ul style="list-style-type: none"> • Establishment certificate. • Constitution. • Governance structures and members. • Annual report. • Contact details. • Board Charter • Audited financial statements • Advertisement on Tenders • General grant information on: mandatory grants criteria, total payments made, numbers of grant application submissions • Discretionary grants: criteria, funds spent on discretionary grants, SIC codes well as, SETA transfers. • Grant unit contact details. • Information on accredited training providers and accreditation documents. • Information on assessment document, registered assessors and registered moderators. • List of institutions that Merseta ETQA Division has memorandum of understanding with.
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<ul style="list-style-type: none"> • Learning programmes • Advocacy and communication • Project and Initiatives • NSDS Achievements • Human Resources • Internal Audit 	<ul style="list-style-type: none"> • Criteria for skills programmes as well as the skills programmes registration application. • List of registered learnerships. • List of registered skill programmes. • Courseware and material to accredited training providers. • Designated trades. • Newsletters. • Brochures. • Bursary scheme and bursary application form. • Sector skills plan. • Project related information • Apprentice and Learner Statistics: Employers per region, registered contract details per Chamber, Learners by region and Learners by chamber. • Publication on vacancies of Merseta. • Fraud and corruption hotline contact number.
2. Description of category of records, if automatically available for inspection	
(a) List of records above	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email to ceo@merseta.org.za or visit our website www.merseta.org.za

3. Description of category of records automatically available for copying in terms of Section (15) (1) (a) (ii)	
(a) List of records above	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email to ceo@merseta.org.za or visit our website www.merseta.org.za and on payment of the fee prescribed in item 2 of part II of Annexure A of the regulations relating the promotion of access to information.
4. Description of category of records automatically available free of charge in terms of Section 15 (1) (a) (iii)	
(a) List of records above and where the reported free of charge	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer, MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 551 5202, email ceo@merseta.org.za or visit our website www.merseta.org.za