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**GOVERNMENT NOTICE**

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**DEPARTMENT OF HIGHER EDUCATION AND TRAINING****No. 623****12 August 2014****FURTHER EDUCATION AND TRAINING COLLEGES ACT, 2006****(ACT NO. 16 OF 2006) AS AMENDED****THE REQUIREMENTS AND THE NOMINATION PROCESS ON THE  
APPOINTMENT OF THE FOUR ADDITIONAL EXTERNAL COUNCIL  
MEMBERS APPOINTED IN TERMS OF SECTION 10(6) OF THE ACT**

I, Bonginkosi Emmanuel Nzimande, MP, Minister of Higher Education and Training, hereby publish in terms of Section 10(6) read with Section 10(7) of the Further Education and Training Colleges, Act No. 16 of 2006 (as amended), the requirements and the nomination process on the appointment of the four additional external Council Members appointed in terms of Section 10(6) of the Act. These requirements, as contained in the Schedule, aim to standardize the requirements and the nomination process in order to ensure uniformity across all Public Further Education and Training Colleges.

**Dr BE Nzimande, MP****Minister of Higher Education and Training****Date:** 05/08/14

## SCHEDULE

### 1. THE REQUIREMENTS AND NOMINATION PROCESS OF SECTION 10(6) EXTERNAL COUNCIL MEMBERS

- 1.1 The Councils must invite nominations of four (4) additional members by placing an advertisement in the local media. The Councils should ensure that:
  - 1.1.1 the potential candidates will be able to ensure that the functions of the Councils are performed according to the highest standard;
  - 1.1.2 the Councils are broadly representative; and
  - 1.1.3 the potential candidates have a thorough knowledge and understanding of the further education and training sector.
- 1.2 The following indicators will be used:
  - 1.2.1 **Qualifications:** A proven skill in the broad spectrum of competencies in the fields of education, business, finance, law, marketing, information technology and human resources management as set out in Section 10(6) of the Act read with Section 6(1)(h) of the Standard College Statute (Schedule 1).  
(Grade 12 = 1, Diploma = 2, Degree = 3, Masters/Doctorate = 4).
  - 1.2.2 **Skills:** The number of years in the area of expertise that the applicant has (2 years = low = 2 and 4 years+ = High = 4).
  - 1.2.3 **Gender:** as far as possible a balance may be sought between female and male nominations.
  - 1.2.4 **Knowledge** of FET College Environment (motivation details).
  - 1.2.5 **Experience** (whether served on any Council including but not limited to Higher Education).
- 1.3 The Councils will consider nominations, select and recommend members with due regard to the required criteria as indicated.

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- 1.4 The Councils will then communicate their nominations and provide all the relevant supporting documentation to the Minister.
- 1.5 In the process of providing the relevant supporting documentation to the Minister, the Council will also advise the Minister of the following:
- 1.5.1 The process followed, being the long list, which will be followed by the shortlist (providing the list of candidates applied, qualifications, skills and the shortlisted candidates);
- 1.5.2 A list of all applicants together with their curriculum vitae, their area of speciality, must be submitted (speciality must conform to the areas set out in the Act);
- 1.5.3 Ranked nomination clearly indicating the motivation for their choice to the Minister for consideration;
- 1.5.4 A copy of the advertisement inviting nominations;
- 1.5.5 A report on the methodology followed in selecting the nominee and the motivation why the candidate is preferred;
- 1.5.6 The Minutes of the Council that took the decision must be attached, signed by the chairperson of the meeting in question;
- 1.5.7 Attendance register and signatures of members attending the meeting; and
- 1.5.8 The letter from the chairperson of the meeting in question addressed to the Minister to approve or concur with the decision, with all the relevant annexures as set out above (in satisfaction of the consultative requirement) should be attached.
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