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**GOVERNMENT NOTICE**

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**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

No. R. 609

6 June 2008

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

I, Brigitte Sylvia Mabandla, Minister for 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 –

**Manufacturing, Engineering and Related Services SETA**

As set out in the Schedule

**BRIGITTE SYLVIA MABANDLA, MP****MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

**"FORM D****AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

(Section 15 of the Promotion of Access to Information Act, 2000

(Act 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)(b))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<ul style="list-style-type: none"> <li>• <b>Governance</b> <ul style="list-style-type: none"> <li>➤ Establishment certificate.</li> <li>➤ Constitution.</li> <li>➤ Governance structures and members.</li> <li>➤ Annual report.</li> <li>➤ Contact details.</li> <li>➤ Board Charter.</li> </ul> </li> <li>• <b>Financial management</b> <ul style="list-style-type: none"> <li>➤ Audited financial statements</li> <li>➤ Advertisement on Tenders</li> </ul> </li> <li>• <b>Grant</b> <ul style="list-style-type: none"> <li>➤ General grant information on: a) 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.</li> <li>➤ Grant unit contact details.</li> </ul> </li> <li>• <b>ETQA</b> <ul style="list-style-type: none"> <li>➤ Information on accredited training providers and accreditation documents.</li> <li>➤ Information on assessment document, registered assessors and registered moderators.</li> <li>➤ List of institutions that Merseta ETQA Division has memorandum of understanding with.</li> </ul> </li> <li>• <b>Learning programmes</b> <ul style="list-style-type: none"> <li>➤ Criteria for skills programmes as well as the skills programmes registration application.</li> <li>➤ List of registered learnerships.</li> <li>➤ List of registered skill programmes.</li> </ul> </li> </ul>	<p>(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) 484 9319, email to <a href="mailto:ceo@merseta.org.za">ceo@merseta.org.za</a> or visit our website <a href="http://www.merseta.org.za">www.merseta.org.za</a></p>

<ul style="list-style-type: none"> <li>➤ Courseware and material to accredited training providers.</li> <li>➤ Designated trades.</li> <li>• <b>Advocacy and communication</b> <ul style="list-style-type: none"> <li>➤ Newsletters.</li> <li>➤ Brochures.</li> </ul> </li> <li>• <b>Project and Initiatives</b> <ul style="list-style-type: none"> <li>➤ Bursary scheme and bursary application form.</li> <li>➤ Sector skills plan.</li> </ul> </li> <li>• <b>NSDS Achievements</b> <ul style="list-style-type: none"> <li>➤ Apprentice and Learner Statistics: Employers per region, registered contract details per Chamber, Learners by region and Learners by chamber.</li> </ul> </li> <li>• <b>Human Resources</b> <ul style="list-style-type: none"> <li>➤ Publication on vacancies of Merseta.</li> </ul> </li> <li>• <b>Internal Audit</b> <ul style="list-style-type: none"> <li>➤ Fraud and corruption hotline contact number.</li> </ul> </li> </ul>	
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
(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) 484 9319, email to <a href="mailto:ceo@merseta.org.za">ceo@merseta.org.za</a> or visit our website <a href="http://www.merseta.org.za">www.merseta.org.za</a>
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
(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) 484 9319, email to <a href="mailto:ceo@merseta.org.za">ceo@merseta.org.za</a> or visit our website <a href="http://www.merseta.org.za">www.merseta.org.za</a> 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.
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):</b>	
(a) List of records above and where the report is free of charge	(a) The records may be obtained on request in writing addressed to the office of the Chief Executive Officer,

	<p>MERSETA, P O Box 61826, Marshalltown, 2107, fax number (011) 484 9319, email <a href="mailto:ceo@merseta.org.za">ceo@merseta.org.za</a> or visit our website <a href="http://www.merseta.org.za">www.merseta.org.za</a></p>
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