

**Enquiries:** [katem@pseta.org.za](mailto:katem@pseta.org.za)

Memo to: Skills Development Provider (Existing and New Applicants)

Dear Skills Development Providers

**RE: Submission of Accreditation/Programme Approval and Extension of Scope Files**

This is a follow up memo since the PSETA moved offices to inform all existing and new SDPs operating within the Public Service sector that with immediate effect application files for accreditation, programme approval and extension of scope must only be submitted to the PSETA on Tuesdays and Thursdays. This includes submission of documents that are requested by the PSETA as part of closing gaps identified during initial evaluations.

The files and /or documents can only be submitted between 09:00am and 14:00pm on the said days.

It is advisable that an email be sent to the officials below first indicating intention to submit application files:

- Mrs Kgabo Mpembe – [kgabom@pseta.org.za](mailto:kgabom@pseta.org.za)
- Ms Kate Matlala– [katem@pseta.org.za](mailto:katem@pseta.org.za)

The officials will acknowledge receipt and confirm availability on the said days and time.

It is very important that all SDPs comply with this request as submissions outside these two days will not be accepted by the PSETA.

This is done purely to ensure that during this unprecedented times we are able to receive and record files received while ensuring safety protocols. It also is aimed at ensuring that

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**Vision:** To be the heart of developing a skilled, capable and innovative public sector workforce.

**Mission:** To develop a capable, skilled and innovative public service sector workforce through:

- Researching skills demand and supply in the sector;
- Effective delivery of skills development interventions based on occupationally-directed qualifications;
  - Monitoring, evaluation and skills development in the sector;
  - A capable institution.

the right officials receive and acknowledge files since the PSETA has not resumed full office operation as yet.

The documents must be submitted to:

PSETA

Woodpeck Building

177 Dyer Road

Hillcrest Office Park

Hillcrest, Pretoria

For further information on this memo please email [katem@pseta.org.za](mailto:katem@pseta.org.za)

Yours Sincerely,



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Mr Benjamin Motlhabane

Manager: Quality Assurance

Date: 28 October 2020

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