

TO : ALL PSETA STAKEHOLDERS

FROM : PSETA CHIEF EXECUTIVE OFFICER

SUBJECT : SUBMISSION OF QUARTERLY MONITORING REPORT (QMR) TO PSETA BY GOVERNMENT DEPARTMENTS, PUBLIC ENTITIES AND LEGISLATURES

REF : CIRCULAR NO. LP-02/2020

1. The Skills Development Act, 97 of 1998, as amended (The Act) is a key piece of legislation which guides interventions aimed at skills development in the country. The Act establishes the Sector Education and Training Authorities (SETAs) and the National Skills Fund (NSF).
2. In terms of the Act, the Director- General of the Department of Higher Education and Training (DHET) is the Accounting Officer, and SETAs are required to report on a quarterly basis using the Quarterly Monitoring Report (QMR) format to the Director-General on training and development interventions within the sector.
3. Section 30A of the Act, requires that, each public service employer in the National and Provincial spheres of Government, must budget for at least one percent of its payroll for training and education of their employees and may contribute funds to a SETA.
4. PSETA has a responsibility to report on training implemented by National and Provincial Government Departments, Public Entities and Legislatures on quarterly basis to the DHET.
5. In order for PSETA to be in the position to report on the implementation of learning programmes in the Public Service sector, PSETA stakeholders are hereby requested to ensure that all learning programmes agreements that are sector/industry funded are reported accordingly to PSETA. (See Annexure A, on reporting evidence required).

6. Stakeholders should use the QMR reporting template attached and submit information with the relevant supporting evidence.
7. The submission schedule of quarterly monitoring reports for the 2020/21 financial year is as follows:
 - **Quarter 3** - **11 January 2021**
 - **Quarter 4** - **09 April 2021**
8. QMR reports and evidence should be submitted to: gmr@pseta.org.za by end of business on the dates indicated above.
9. Enquiries may be directed to Ms. Minah Kgadile: minahk@pseta.org.za, tel. 012 423 5749 or Koketso Makgoka: koketsom@pseta.org.za, tel. 012 423 5710.
10. PSETA acknowledges with appreciation the role played by Provincial Coordinators, Skills Development Facilitators and HRD Officials in the Public Service Sector, in ensuring that the critical work that the sector is doing in training and skills development is recorded and reported on accordingly.

Kind Regards



Ms Bontle Lerumo

Chief Executive Officer

Date: 18 December 2020