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AIDS HELPLINE: 0800-0123-22 Prevention is the cure

IMPORTANT

Information

from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.



GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.



DO use the new Adobe Forms for your notice request.

These new forms can be found on our website: www.gpwonline.co.za under the Gazette Services page.

DO attach documents separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment)

DO specify your requested publication date.

DO send us the electronic Adobe form. (There is no need to print and scan it).

DON'T submit request as a single PDF containing all other documents, i.e. form, proof of payment & notice content, it will be **FAILED** by our new system.

DON'T print and scan the electronic Adobe form.

DON'T send queries or RFQ's to the submit.egazette mailbox.

DON'T send bad quality documents to GPW. (Check that documents are clear and can be read)



Form Completion Rules

No.	Rule Description	Explanation/example
1.	All forms must be completed in the chosen language.	GPW does not take responsibility for translation of notice content.
2.	All forms must be completed in sentence case, i.e. No fields should be completed in all uppercase.	e.g. "The company is called XYZ Production Works"
3.	No single line text fields should end with any punctuation, unless the last word is an abbreviation.	e.g. "Pty Ltd.", e.g. Do not end an address field, company name, etc. with a period (.) comma (,) etc.
4.	Multi line fields should not have additional hard returns at the end of lines or the field itself.	This causes unwanted line breaks in the final output, e.g. <ul style="list-style-type: none"> Do not type as: 43 Bloubokrand Street Putsonderwater 1923 Text should be entered as: 43 Bloubokrand Street, Putsonderwater, 1923
5.	Grid fields (Used for dates, ID Numbers, Telephone No., etc.)	<ul style="list-style-type: none"> Date fields are verified against format CCYY-MM-DD Time fields are verified against format HH:MM Telephone/Fax Numbers are not verified and allow for any of the following formats limited to 13 characters: including brackets, hyphens, and spaces <ul style="list-style-type: none"> 0123679089 (012) 3679089 (012)367-9089
6.	Copy/Paste from other documents/text editors into the text blocks on forms.	<ul style="list-style-type: none"> Avoid using this option as it carries the original formatting, i.e. font type, size, line spacing, etc. Do not include company letterheads, logos, headers, footers, etc. in text block fields.



No.	Rule Description	Explanation/example
7.	Rich text fields (fields that allow for text formatting)	<ul style="list-style-type: none"> • Font type should remain as Arial • Font size should remain unchanged at 9pt • Line spacing should remain at the default of 1.0 • The following formatting is allowed: <ul style="list-style-type: none"> ○ Bold ○ Italic ○ Underline ○ Superscript ○ Subscript • Do not use tabs and bullets, or repeated spaces in lieu of tabs and indents • Text justification is allowed: <ul style="list-style-type: none"> ○ Left ○ Right ○ Center ○ Full • Do not use additional hard or soft returns at the end of line/paragraphs. The paragraph breaks are automatically applied by the output software <ul style="list-style-type: none"> ○ Allow the text to wrap automatically to the next line only use single hard return to indicate the next paragraph ○ Numbered lists are allowed, but no special formatting is applied. It maintains the standard paragraph styling of the gazette, i.e. first line is indented.
	e.g. 1. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. 2. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river. The quick brown fox jumps over the lazy river.	



You can find the **new electronic Adobe Forms** on the website www.gpwonline.co.za under the Gazette Services page.

For any **queries** or **quotations**, please contact the **eGazette Contact Centre** on 012-748 6200 or email info.egazette@gpw.gov.za

Disclaimer

Government Printing Works does not accept responsibility for notice requests submitted through the discontinued channels as well as for the quality and accuracy of information, or incorrectly captured information and will not amend information supplied.

GPW will not be held responsible for notices not published due to non-compliance and/or late submission.



IMPORTANT NOTICE

The Government Printing Works will not be held responsible for faxed documents not received due to errors on the fax machine or faxes received which are unclear or incomplete. Please be advised that an "OK" slip, received from a fax machine, will not be accepted as proof that documents were received by the GPW for printing. If documents are faxed to the GPW it will be the sender's responsibility to phone and confirm that the documents were received in good order.

Furthermore the Government Printing Works will also not be held responsible for cancellations and amendments which have not been done on original documents received from clients.

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GOVERNMENT NOTICE

DEPARTMENT OF BASIC EDUCATION

No. 435

25 May 2015

GENERAL AND FURTHER EDUCATION AND TRAINING QUALITY ASSURANCE ACT, 2001 (ACT NO. 58 OF 2001)

APPROVAL TO CALL FOR WRITTEN SUBMISSIONS FROM STAKEHOLDER BODIES AND MEMBERS OF THE PUBLIC ON THE DRAFT AMENDED REGULATIONS FOR THE ISSUING OF CERTIFICATES BY THE COUNCIL FOR QUALITY ASSURANCE IN GENERAL AND FURTHER EDUCATION AND TRAINING: AMENDMENT

1. I, Angelina Matsie Motshekga, Minister of Basic Education, in terms of *section 27* of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*, and after consultation with the Council of Education Ministers, hereby amend the regulations as set out in the **Schedule** as published in Government Gazette No. 25794, of 2 December 2003.

SUBMISSIONS

3. It would greatly assist the Department of Basic Education if all submissions could be prepared under the headings listed in the Regulations. If you do not wish to comment under a particular heading, please indicate "No comment".

CLOSING DATE

4. The closing date for the receipt of comments is set as 21 days after publication of this Notice.

ADDRESS FOR SUBMISSIONS

5. Please send your submission to:

Dr R Poliah, Chief Director, Department of Basic Education, Private Bag X895,
PRETORIA, 0001 Or Fax: 012 328 2898 Or E-mail: poliah.r@dbe.gov.za


MRS AM MOTSHEKGA, MP
MINISTER OF BASIC EDUCATION

DATE: 02.03.2015

GENERAL AND FURTHER EDUCATION AND TRAINING QUALITY ASSURANCE ACT,
2001 (ACT NO. 58 OF 2001)

APPROVAL TO CALL FOR WRITTEN SUBMISSIONS FROM STAKEHOLDER BODIES AND
MEMBERS OF THE PUBLIC ON THE DRAFT AMENDED REGULATIONS FOR THE
ISSUING OF CERTIFICATES BY THE COUNCIL FOR QUALITY ASSURANCE IN GENERAL
AND FURTHER EDUCATION AND TRAINING: AMENDMENT

GENERAL EXPLANATORY NOTE

[.....] Words in bold in square brackets indicate omissions from the existing regulations.

_____ Words underlined with a solid line indicate insertions into the existing regulations.

SCHEDULE

DEFINITIONS

1. In these Regulations, any word or expression to which meaning has been assigned in the Act, shall have the meaning so assigned to it, unless the content indicates otherwise-

Amendment of Regulation 1 of the Regulations

2. Regulation 1 is hereby amended by-

(a) the insertion of the following definitions before the definition of the "council"-

"assessment body" means a department of education or a juristic body accredited by the Council as a body responsible for conducting internal assessment and external examinations;"

"candidate" means any person that is registered for an external examination in a qualification quality assured by Umalusi"."

"certification" means the formal recognition of a completed qualification, part qualification or unit of learning achieved by a candidate contemplated in section 17(A)(6) of the Act"."

(b) the deletion of the definition of a "core";

(c) the deletion of the definition of an "elective";

(d) the insertion of the following definitions before the definition of "the Act"-

"General and Further Education and Training Qualifications Sub-Framework" Means the sub-framework of qualifications for general and further education and training developed and managed by Umalusi Quality Council as envisioned in Chapter 2 of the NQF Act, 2008 (Act No 67 of 2008)"."

"National Qualifications Framework (NQF)" means the National Qualifications

Framework contemplated Chapter 2 of the NQF Act, 2008 (Act No 67 of 2008)”. ”

- (e) the deletion of the definition of “occupational” .“

Amendment of Regulation 2 of the Regulations

3. Regulation 2 is hereby amended by the substitution thereof by the following sub-regulation-

“2(1) The Council is responsible for the issuing of the following certificates as registered on the General and Further Education and Training Qualifications Sub-Framework:

- (a) Senior Certificate;
- (b) National Senior Certificate (Technical) ;
- (c) National Certificate N3;
- (d) General Education and Training Certificate; Adult Basic Education and Training (NQF Level 1);
- (e) [Further Education and Training Certificate] National Senior Certificate for Adults;
- (f) Subject certificate;
- (g) Learning area certificate;
- [(h) [Unit certificate;]**
- [(i) Replacement Certificate General Education and Training Certificate for Adults]**
- (j) National Senior Certificate;
- (k) Subject statement; [or Replacement subject statement]” .”

Deletion of Sub-regulation (2) of Regulation 2 of the Regulations

Deletion of Regulation 3 of the Regulations

Deletion of Regulation 4 of the Regulations

Amendment of Regulation 10 of the Regulations

4. Regulation 10 is hereby amended by the deletion sub-regulation (10)(k).

Amendment of Regulation 11 of the Regulations

5. Regulation 11 is hereby amended by the substitution thereof with the following regulation-

“(1) The awarding of each of the certificates listed in Regulation 2, will be based on a **[learner] candidates** satisfying the requirements of both internal and external assessment as required.

(2) The Senior Certificate is issued **[at the end of Level 4 of the National Qualifications Framework]**, to **[learners] candidates** who have satisfied the requirements of the qualification, as contained in paragraph 6 of the National Education Policy, Report 550, namely offered six instructional offerings and passed in two languages from Group A, one at First Language Level, and the other one on at least Second Language Level, three instructional offerings from Groups B to F and an aggregate of 720 marks.

(3) The National Certificate N3 is issued to [learners] candidates who have satisfied the programme requirements, which comprises three or four instructional offerings as contained in the National Education Policy, Reports 190 and 191.

(4) The National Senior Certificate (Technical) is issued [at the end of Level 4 of the National Qualifications Framework], to [learners] candidates who have offered two languages, one on First Language Level and one on at least Second Language Level as well as four additional offerings as prescribed in the programme as contained in the National Education Policy, Reports 190 and 191. The [learner] candidate must satisfy the programme requirements, which comprises three instructional offerings as well as two languages as stated above.

(5) The General Education and Training Certificate: Adult Basic Education and Training (NQF Level 1) is issued to [learners] candidates that have satisfied the requirements for the qualification by meeting the minimum of 120 credits [at the end of Level I of the National Qualifications Framework, as contained in Appendix A].

(6) A subject certificate, learning area certificate or [unit standard Certificate] subject statement will be issued to a candidate who does not comply with the requirements for a qualification as registered on the National Qualifications Framework, but who satisfies the requirements for one or more subjects or learning areas [or unit standards].

(7) The National Senior Certificate is issued [as registered at Level 4 on the National Qualifications Framework] to candidates who have satisfied the requirements of the qualification, as contained in the National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12, namely offering seven subjects and achieved 40% in three subjects one of which is an official language at Home Language level; achieving 30% in three subjects; and having completed and submitted the School-Based Assessment component in the subject failed.

(8) The National Certificate (Vocational) is issued at Levels 2, 3 and 4 on the National Qualifications Framework to candidates who have satisfied the requirements of the qualification as contained in the Policy for the National Certificates (Vocational): Qualifications at NQF levels 2 to 4, namely offering seven subjects and achieving the programme and promotions requirements as stipulated in the policy document.

(9) The National Senior Certificate for Adults is issued to adult candidates who have satisfied the requirements of the qualification, i.e. passed four subjects, as contained in the policy, National Senior Certificate for Adults: A Qualification at Level 4 on the National Qualifications Framework (NQF).

(10) The General Education and Training Certificate for Adults is issued to adult candidates who have satisfied the requirements as contained in the policy, General Education and Training Certificate for Adults.”

Amendment of Regulation 12 of the Regulations

6. Regulation 12 is hereby amended by the substitution thereof with the following regulation-

“The Council must transfer data to the National Learner Record Database as stipulated in Section 27 (j)(ii) of the NQF Act, 2008 (Act No 67 of 2008)”.

Amendment of Regulation 13 of the Regulations

7. Regulation 13 is hereby amended by the substitution thereof with the following regulation-

All [providers] assessment bodies must keep records of all learners' results, which lead to a qualification”.

Amendment of Regulation 14 of the Regulations

8. Regulation 14 is hereby amended by the substitution thereof with the following regulation-

“An assessment body must submit the final assessment records per [learner] candidate in accordance with the directives issued by the Council within a period of three months after the examination cycle has been completed, but not later than six months after the release of the results”.

Amendment of Regulation 15 of the Regulations

9. Regulation 15 is hereby amended by the substitution thereof with the following regulation-

“(1) The format of certificates referred to in Regulation 2 will be [as contemplated in Appendices B to K appended hereto] decided on by the Council, reflecting the Coat of Arms of the Government of South Africa and Umalusi’s logo.

(2) All certificates will be issued in English. However if requested by a candidate [a second official language of the candidate's choice may be added.] a transcript of a certificate can be issued in another official language”.

Amendment of Regulation 16 of the Regulations

9. Regulation 16 is hereby amended by the substitution thereof with the following regulation-

“These Regulations [are called] may be cited as the Amended Regulations for the Issuing of Certificates by Umalusi [the] Council, 2014”.

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