



OFFICE OF THE DIRECTOR: HUMAN RESOURCE DEVELOPMENT

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TO : DISTRICT DIRECTORS
PMDS & TRAINING COORDINATORS

FROM : ACTING DIRECTOR – HRD

SUBJECT : TRAINING FOR SCHOOL BASED ADMIN CLERKS

DATE : 05 AUGUST 2021

1. The Provincial Human Resource Development: PMDS office has noticed with concern that there are some Districts who lack training and understanding of PMDS at school level. (School Based Employees)
2. All districts are implored to identify training venues per District Municipality (12) and invite School based Admin staff to attend the training.
3. The Head Office PMDS staff will assist the Co-ordinators in the training of the School Based Employees(PSA)
4. The PMDS & IQMS co-ordinator are requested to confirm attendance and venues to PMDS sub-section no later than 10th August 2021.
5. Catering for training will be arrange by head office
6. **All attendees are required to bring laptops, ID Copies and qualifications**
7. All Co-ordinators are requested to provide the information as per attached training plan.

Your co-operation will be highly appreciated.

L. SIDIYA
ACTING DIRECTOR - HRD

TRAINING SCHEDULE FOR SCHOOL BASED ADMIN

DISTRICT	DATE	NO	TIME	VENUE	TOTAL	TRAINERS
BCM	11 August 21	51	9h00-13h00 14h00-16h30		305	Ms Goduka/ Mr Sandi/Unathi
	12 August 21	51	09h00-13h300 14h00-16h30			
	13 August 21	51	09h00-13h00			
BCM	16 August 21	51	09h00-13h00			Mr Sandi, Unathi
ALFRED NZO WEST	16 August 21	44	9h00-13h00 14h00-16h30		267	Ms Tshaka, Mr Dotwana Ms Goduka
	17 August 21	45	09h00-13h00 13h30-16h30			
	18 August 21	45	9h30-12h30			
OR TAMB INLAND	17 August 21	45	09H00-13H30 14H00-16H00	GENGQE SSS	371	Mr Sandi, Mr Mosele, Ms Ngqase
	18 August 21	45	09H00-13H00 14H00-16H30	TRINSET		
	19 August 21	45	09H00-13H00 09H00-13H30	TRINSET		
	19 August 21	50	9h00-13h00	TSOLO		
	20 August 21	51	9h00-13h00	QUMBU		
AMATHOLE EAST	20 August 21	50	09H00-13H00	Dutywa	345	Ms Goduka, Ms Dotwana

TRAINING SCHEDULE FOR SCHOOL BASED ADMIN

AMATHOLE EAST	DATE	NO	TIME	VENUE	345	Ms Goduka, Dotwana, Ms Maweza
	23 August 21	60	09H30-12H30	Ngqamakwe		
	24 June 21	60	9h00-13h00`	Centane		
	25 August 21	60	09H30-12H30 13H00-15H00	Gcuwa		
	26 August 21		09h00-13h00	Elliotdale		
	27 August 21		09h00-13h00	Willowvale		
Alfred Nzo East	23 August 21	55	09H00-13H00	Vukuzenzele Special School	169	Mr Sandi, Ms Ntshiba, Pat
		55	13H00-16H00			
	24 August 21	59	09H30-14H00			
OR COASTAL	25August 21	58	9h00-14h00	Lusikisiki	478	Mr Sandi, Ntshiba, Pat
	26 August 21	50	9h00-14h00	Lusikisiki		
	27 August 21	57	09h00-13h00	PSJ Roman Catholic		

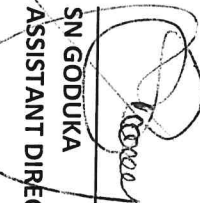
TRAINING SCHEDULE FOR SCHOOL BASED ADMIN

DISTRICT	DATE	NO	TIME	VENUE	TOTAL NO	TRAINER
OR COASTAL	30 August	50	9h00-13h00	PSJ	266	MR Sandi, Ms Unathi, Ngqase
	31 August 21	50	9h00-13h00	Libode- Bhekizulu		
	01 SEPT 21	53	9h30-14H00	Libode - Bhekizulu		
	02 SEPT 21	43	9H00-13H00 14h00-16h00	Ngqeleni- upper Mbange		
CHRIS HANI EAST	30 August 21	50	09H30-12H30 13H00-15H00	NGCOBO	266	Ms Goduka, Dotwana, MS Tshaka
	31 August 21	67	09H30-14H00	COFIMVABA		
	01 SEPT 21	56	09H30-1400	TSOMO		
	02 SEPT 21	37	09H00-13H00	CALA		
AMATHOLE WEST	06 September 21	50	09H30-12H30 13H00-15H00		199	Mr Sandi, Mosele, Nitshiba
	07 September 21	50	09H30-12H30 13H00-15H00			
		49				
SARAH BAARTMAN	6 Sept 21		09H00-13h00	Grahamstown	162	Ms Goduka, Pat, Maweza
	7 Sept 21			Graaf Reinet		
NELSON MANDELA	8 Sept 21	50	09H00-13H00	PE	254	Mr Sandi, Dotwana Ms Goduka, Pat, Maweza
		50	09h00-13h00			
	08 Sept 21	50 x2	14h00-16h30			
	9 Sept	54	9h00-13h00	UITENHAGE		

TRAINING SCHEDULE FOR SCHOOL BASED ADMIN

JOE GQABI	13 SEPT 21	45	09h30-14h00		179	Mr Sandi, Ms Goduka, Tshaka
	14 SEPT 21	45	09h30-14h00			
	15 SEPT 21	45	09h30-12h30			
	16 SEPT 21	46	09h30-14h00			

Compiled by


SN GODUKA
ASSISTANT DIRECTOR -PMDS