

lphondo leMpuma Kapa: Isebe leMfundo Provinsie van die Oos Kaap: Department van Onderwys Porafensie Ya Kapa Botjahabela: Lefapha la Thuto

OFFICE OF THE DIRECTOR: HRD

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TO: ALL CES'S

ALL DCES'S

ALL DEPUTY DIRECTORS

ALL ASSISTANT DIRECTORS

CHIEF FINANCIAL OFFICER

FROM: ACTING CHIEF DIRECTOR HRM & D

SUBJECT: COMPULSORY TRAINING AND DEVELOPMENT SELF-NOMINATION

FOR ALL EMPLOYEES

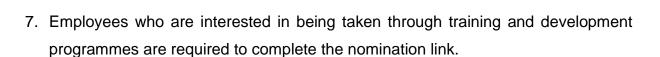
DATE: 23 MAY 2024

1. The Skills Development Act mandates the department to provide capacity development and training and development to all employees.

- 2. Capacity development and training play pivotal roles in fostering organisational effectiveness, efficiency, and adaptability.
- 3. The department constantly faces evolving challenges due to its responsibility of serving the diverse needs of its stakeholders; therefore, employees must be constantly trained and developed to meet the stakeholder needs.
- 4. Whilst the department has intensified its effort to ensure that all employees are taken through training and development programmes.
- 5. The department has been having a challenge of employees who do not complete or attend the training they would have been nominated for.
- To ensure that there is a commitment from the employee side, Human Resource
 Development has developed a self-administered nomination link to be used by all
 employees.



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- 8. To complete the nomination link, please follow the following link: https://docs.google.com/forms/d/e/1FAIpQLSdNZG2r6aTB_n79OSEdb0PGb22xL9xlxqclE_poKXXIoWL6Lg/viewform?usp=sf_link
- 9. Please note that employees who fail to complete the nomination form will not be considered for any training and development programme.

Yours in quality education

N MATIKA

ACTING DIRECTOR: HRD



