



OFFICE OF THE ACTING CHIEF DIRECTOR – HRM & D

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**TO : DEPUTY DIRECTOR GENERALS
CHIEF FINANCIAL OFFICER
ALL CHIEF DIRECTORS
CLUSTER CHIEF DIRECTORS
ALL DIRECTORS
ALL DISTRICT DIRECTORS**

FROM : ACTING CHIEF DIRECTOR – HRM & D

DATE : 22 APRIL 2026

SUBJECT: GUIDELINES FOR THE IMPLEMENTATION OF TRAINING AND DEVELOPMENT INITIATIVES (STANDARD OPERATING PROCEDURES)

1. PURPOSE

The purpose of this Circular is to provide **standardised guidelines and procedures** for the implementation, administration, and monitoring of Training and Development initiatives within the Eastern Cape Department of Education (ECDoE).

These guidelines are intended to ensure **consistency, compliance, accountability, and audit readiness** in the execution of all training interventions aligned to the Workplace Skills Plan (WSP). Furthermore, this Circular introduces **mandatory templates and annexures** to be utilised across all Programmes and Districts, thereby ensuring uniformity, strengthened governance, and enhanced compliance in all training-related processes.

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2. BACKGROUND

The Human Resource Development (HRD) Directorate is mandated to coordinate skills development initiatives in line with the **Workplace Skills Plan (WSP)**, **Annual Training Report (ATR)**, and relevant legislative frameworks, including the **Skills Development Act**, **Public Finance Management Act (PFMA)**, and applicable sector education and training authority requirements.

To strengthen governance and ensure effective utilisation of training resources, the Department has developed standardised tools, namely:

- Attendance Register
- Course Nomination Form
- Course Commitment Form
- Master List

These tools constitute the **Standard Operating Procedures (SOPs)** for all Training and Development interventions in the department.

3. SCOPE OF APPLICATION

This Circular applies to:

- All Office-Based Employees (Programme 1)
- All School-Based Employees (Programme 2, 4 & 5)
- All districts, circuits, and schools
- All training programmes, including short courses, workshops, learnerships, and skills programmes

4. GUIDING PRINCIPLES

All Training and Development initiatives must adhere to the following principles:

- **Alignment:** Training must be aligned to departmental strategic priorities and identified skills gaps
- **Equity and Access:** Fair and transparent selection of beneficiaries
- **Accountability:** Proper documentation and record-keeping
- **Compliance:** Adherence to HRD policies, legislative frameworks, and audit requirements
- **Value for Money:** Effective utilisation of resources to improve service delivery

5. STANDARD OPERATING PROCEDURES (SOPs)

5.1 Master List (Training Planning Tool)

- Districts and Head Office units must compile a **Master List of nominated officials** per training programme.
- The Master List must include:
 - Full names of participants
 - PERSAL numbers
 - Designations
 - Programme allocated
- A **Replacement List** must also be prepared to ensure continuity in case of withdrawals.
- The Master List must be submitted to HRD or relevant Office prior to the commencement of training.

5.2 Course Nomination Form

- Each participant must complete a **Course Nomination Form** prior to enrolment.
- The form must be:
 - Approved by the relevant supervisor/manager
 - Verified by HRD/relevant Office at district or Head Office level

5.3 Course Commitment Form

- All nominated participants are required to sign a **Course Commitment Form**.
- The form serves as a formal agreement by the participant to:
 - Attend all training sessions
 - Complete assessments and assignments
 - Submit a Portfolio of Evidence if required by the nature of the entered training and development initiative
 - Apply acquired skills in the workplace
- Non-compliance may result in:
 - Withdrawal from the programme
 - Disqualification from participation in future training opportunities
 - Reimbursement to the Department of all costs incurred in relation to the training intervention

5.4 Attendance Register

- An **Attendance Register** must be completed for each training session.
- The register must:
 - Be signed daily by all participants
 - Be verified by the facilitator and Monitoring official
- Attendance records will serve as:
 - Proof of participation
 - Evidence for audit and reporting purposes

6. SUPPORTING DOCUMENTATION REQUIREMENTS

All training interventions must be supported by the following documentation:

- Certified copy of Identity Document
- Proof of employment (PERSAL verification) – (where applicable)
- Copies of qualifications (where applicable)
- Marriage certificate (where applicable)
- Signed nomination and commitment forms

All documents must be **complete, accurate, and verified** prior to submission.

7. ROLES AND RESPONSIBILITIES

7.1 Human Resource Development (HRD)

- Coordinate and oversee training implementation
- Verify and approve nominations
- Maintain training records and reporting systems

7.2 District Offices and Head Office Units

- Identify training needs from the approved strategic priorities and nominate participants
- Ensure compliance with SOP requirements
- Submit complete documentation timeously

7.3 Supervisors and Managers

- Approve nominations based on operational needs
- Monitor employee participation and performance
- Support application of acquired skills in the workplace

7.4 Participants

- Attend training as scheduled
- Comply with all programme requirements
- Apply knowledge and skills gained

8. MONITORING, EVALUATION AND REPORTING

- HRD/relevant Head Office Directorates will monitor training implementation through:
 - Attendance Registers
 - Training Monitoring Reports and Feedback Evaluation Forms
- All training interventions must be reported in the:
 - **Annual Training Report (ATR) template**

9. COMPLIANCE AND AUDIT REQUIREMENTS

All officials are reminded that Training and Development initiatives are subject to audit by:

- Internal Audit
- Auditor-General of South Africa (AGSA)

Failure to comply with these guidelines may result in:

- Audit findings
- Financial irregularities
- Disciplinary action

10. ANNEXURES / TEMPLATES

Iphondo leMpuma Kapa: Isebe leMfundo
Provinsie van Oos Kaap: Department van Onderwys
Provense ya Kapa Botjhabela: Letapha la Thuto

The following templates are attached and must be utilised:

- **Annexure A:** Course Nomination Form
- **Annexure B:** Master List Template
- **Annexure C:** Course Commitment Form
- **Annexure D:** Cover Page Attendance Register
- **Annexure E:** Cover Page Attendance Register

These templates have been **standardised and formatted for uniform use** across the Department.

11. IMPLEMENTATION


This Circular takes effect immediately. All districts and directorates are required to **strictly adhere to these guidelines** for all current and future training initiatives.

10. CONCLUSION

All districts, Head Office units, and schools are urged to **strictly adhere to these guidelines** to ensure effective, compliant, and impactful implementation of Training and Development initiatives.

The cooperation of all stakeholders in strengthening the Department's skills development agenda is highly appreciated.

Yours in quality education



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ACTING CHIEF DIRECTOR: HRM & D