
EXTERNAL MEMORANDUM

To: The HWSETA Stakeholders
(Accredited, Approved SDPs)

From: Baakedi Jane Motubatse
Executive Manager: ETQA

Date: 10 October 2018

Subject: Document control for SDPs

Dear *HWSETA Stakeholder*

Accredited and approved (MOU) SDPs are expected to keep records of learner information and documents for future reference.

It is expected from SDPs to develop and keep databases of learners trained, with all relevant information to ensure easy access when the information is required by the HWSETA.

The SDPs must keep manual learner documents i.e Portfolio of evidence files for a maximum of five (5) years. Scanning and keeping all documents on computer drives (if preferred) can only be done after the five (5) years has lapsed, as laptops and computers can be lost/stolen.

For further clarity, please contact Baakedi Jane Motubatse, at baakedim@hwseta.org.za/ 011 607 6913.

Thanking you for your co-operation in advance.



Baakedi Jane Motubatse
Executive Manager: ETQA