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ATR 2012/13 AND WSP 2013/14

WSP Date: 27 June 2013

CIVILIAN SECRETARIAT FOR POLICE

G000000016



CIVILIAN SECRETARIAT FOR POLICE ATR 2012/13 AND WSP 2013/14 : 1 APRIL 2013 - 31 MARCH 2014

CIVILIAN SECRETARIAT FOR POLICE

G000000016



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A - ORGANISATION DETAILS	G00000016
ORGANISATION DETAILS	
CIVILIAN SECRETARIAT FOR POLICE	
Organisation Registration No:	
SDL Number:	
G000000016	
Phone Number:	
0123932500	
Fax Number:	
01239325362557	
SIC Code:	
00000	
SIC Code Description:	
Unknown	
Postal Address:	
PRIVATE BAG X 922	
PRETORIA	
PRETORIA	
Gauteng	
0001	
Physical Address:	
217 PRETORIUS STREET	
VAN ERKOM ARCADE	
PRETORIA	
Gauteng	
0001	
Payroll	
R 0.00	
Number of Employees:	
60	
Financial year:	
to	

A1a - SKILLS DEVELOPMENT FACILITATOR / ASSOCIATE SDF NAMES			G000000016
SKILLS DEVELOPMENT FACILITATOR			
Title	First Name	Initials	Surname
Mrs.	Letty	L	Raseroka
Gender	Population Group	Disabled	
Female	African	<input type="checkbox"/>	
ID Number			
7209100659085			
Highest Level of Education			
BTECH in Human Resource Development			
Current Occupation			
Chief Personnel Officer			
Experience relevant to Skills Development Facilitator			
6 years			
Duration of total experience in years			
9			
Telephone Number		Cell Phone Number	
0123931916		0820778557	
Fax Number		E-Mail Address	
0123932536		Raserokal@saps.org.za	
Postal Address			
City			
Postal Code			
Province			
Gauteng			
General Comments			
Name of company or if representing more than one establishment, please attach a list of names and addresses (both physical and postal addresses)			
CIVILIAN SECRETARIAT OF POLICE			
Main Business activity			
SARS Skills Development Levy Number			
G000000016			
Company registration Number (NB: for Employers with more than 50 Employers)			
Date			
Signature			
Consultant acting for employer		<input type="radio"/> Yes <input type="radio"/> No	
Will you perform your SDF functions in respect of (Please tick the applicable)		<input type="radio"/> Single establishment <input type="radio"/> Single branch of an organisation <input type="radio"/> Multiple branches of an organisation <input type="radio"/> Multiple organisations <input type="radio"/> Group of organisations	
Appointment Procedure		<input type="radio"/> Appointed by employer <input type="radio"/> Self-appointed <input type="radio"/> Nominated by employees <input type="radio"/> Other If other, please specify _____	
Please indicate method of appointment to SDF position			

A1b - BANKING DETAILS	G000000016
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Banking Details			
Name of Account Holder:			
Bank:		Account Type:	
Branch:		Account Number:	
Branch Code:			

I confirm that

The company banking details remain the same as listed above	<input type="checkbox"/>
The company banking details have changed and I submit with this Report proof of new banking details	<input type="checkbox"/>

A2 - TRAINING COMMITTEE								G000000016
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#	Title	Surname	First name	Initials	Designation	Phone No	Fax No	E-Mail
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No Training Committee Members ...								
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A - ADMINISTRATIVE DETAILS		G000000016
ENTITY DETAILS		
A1: Entity Name	CIVILIAN SECRETARIAT FOR POLICE	
A2: Skills Development Levy (SDL) number	G000000016	
A3: Postal address	City	PRETORIA
	Province	
	Postal Code	0001
A4: Standard Industrial Code (SIC code) for the main business activity	00000 - Unknown	
A5: Type Of Entity		
SDF DETAILS		
A6: Title	Mrs.	
A7: Surname	Raseroka	
A8: First name	Letty	
A9: ID number	7209100659085	
A10: Telephone number	0123931916	
A11: E-mail	Raserokal@saps.org.za	
BANKING DETAILS		
A12: Name of bank		
A13: Account number		
A14: Name of account holder		
A15: Type of account		
A16: Branch name		
A17: Branch code		
GENERAL COMMENTS ON SECTION A		
<i>Insert any clarification or comment that you wish to make on any aspect of Section A: (Provide the number of the item that your comment refers to.)</i>		

B - TRAINING BUDGET	G000000016
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B0	Does the department pay 30% of 1% to the line function SETA?	
B1	Total personal Budget for the current financial year	R 580000000
B2.1	One percent (1%) of the personal budget	R 5800000
B2.2	Less 30% (of the 1%) payable to the line function	R 0.00
B3	Any other additional budget allocation for training (internal)	R 0
	Total amount of training budget (B2 + B3)	R 5,800,000.00
	Of the total above, please indicate:	
B4	Budget allocated for AET	R 0
B5	Budget allocated for Bursaries	R 100000
B6	Budget allocated for Learnerships (18.1 & 18.2)	R 0
B7	Budget allocated for Internships	R 150000
B8.1	Budget for Unit Standard based Skills Programmes (USBSP)	R 200000
B8.2	Budget for Non-NQF Short Courses	R 130000
B9	Budget allocated for Artisan Development	R 0
B10.1	Budget allocated for Pivotal Programmes - Employed	R 0.00
B10.2	Budget allocated for Pivotal Programmes - Unemployed	R 0.00
	Any comments on the Training Budget	Characters Left 1000

C - EMPLOYMENT SUMMARY	G000000016
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Number of Learners Per Population Group																	
Sub-Major	Occupation	MALE				FEMALE				TOTAL	PEOPLE WITH DISABILITIES				AGE GROUP		
		A	C	I	W	A	C	I	W		A	C	I	W	<35	35-55	>55
Human Resource Managers	121201 - Personnel / Human Resource Manager	2	0	0	0	2	0	0	0	4	0	0	0	0	2	2	0
Senior Government Officials	111202 - General Manager Public Service	8	2	2	0	7	1	1	1	22	0	0	0	0	2	18	2
Professional Services Managers not Elsewhere Classified	134904 - Office Manager	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Policy Administration Professionals	242202 - Policy Analyst	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Research and Development Managers	122301 - Research and Development Manager	1	0	0	0	1	0	0	0	2	0	0	0	0	0	2	0
Business Services and Administration Managers not Elsewhere Classified	121905 - Programme or Project Manager	2	0	0	0	5	0	0	0	7	0	0	0	0	2	5	0
Administrative and Executive Secretaries	334302 - Personal Assistant	2	0	0	0	5	0	0	0	7	0	0	0	0	5	2	0
Office Supervisors	334102 - Office Administrator	4	0	0	0	4	1	0	1	10	0	0	0	0	7	3	0
Finance Managers	121101 - Finance Manager	0	0	0	1	1	0	0	0	2	0	0	0	0	1	1	0
Business Services Agents not Elsewhere Classified	333905 - Supply Chain Practitioner	4	0	0	0	4	0	0	0	8	0	0	0	0	6	2	0
Motorcycle Drivers	732101 - Delivery Driver	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Public Relations Professionals	243203 - Corporate Communication Manager	1	0	0	1	0	0	0	0	2	0	0	0	0	0	2	0
Supply, Distribution and Related Managers	132405 - Fleet Manager	1	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0
Accounting and Bookkeeping Clerks	431101 - Accounts Clerk	2	0	0	0	2	0	0	0	4	0	0	0	0	4	0	0
Social Welfare Managers	134402 - Community Development Manager	3	0	0	0	5	0	0	0	8	0	0	0	0	4	4	0
Total		33	2	2	2	36	2	1	2	80	0	0	0	0	33	45	2

D - SCARCE SKILLS	G000000016
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No Scarce Skills

E1 - STRATEGIC OBJECTIVES		G000000016
No	List of the Strategic Objectives	
1.	An effective and efficient Secretariat able to fulfill its mandate	
2.	Secretariat has an effective HR Management and Development services, as well as employee relations	
3.	To provide Communication services for the Civilian Secretariat for Police	
4.	An efficient and effective budget and Financial and Supply Chain practice in compliance with applicable	
5.	Strategic collaborative partnerships between government and civil society with regard to safety and crime	
6.	Enhanced intergovernmental co-operation on safety and security issues through a coordinated effort	
7.	Maximum participation of communities in crime initiatives	
8.	Ensure a collaborative effort between , private and academic sectors on crime prevention initiatives	
9.	Evidence -based policies around policing areas	
10.	Strategic research on crime and policing to the Secretary	
11.	Resource and information support to the Secretariat and relevant stakeholders	
12.	An effective and constitutionally-compliant departmental legislative framework for effective policing and a	
13.	Improved police performance	
14.	Transformed and professionalise the police service	
15.	Improved police compliance	
16.	Improved programme implementation effectiveness	

E2 - STRATEGIC TRAINING PRIORITIES

G000000016

No	List of Training Priorities / Critical Skills needs as per the Strategic Objectives
1.	Project Management
2.	Report writing
3.	Public Participation
4.	Executive Secretarial Course
5.	Supply Chain Management
6.	Strategic Management
7.	Budgeting Procurement and Asset Management
8.	Contract drafting, Interpretation, SLA, Specification, Tendering
9.	Bid Committee
10.	Executive Secretarial Course
11.	Supply Chain Management-Public Sector
12.	Finance for Non-Financial
13.	Policy and Research
14.	Catalogueing
15.	Archiving
16.	Managing the Media and Media Relation
17.	Corel Draw Computer Programme
18.	IT Management
19.	Compliance Risk Management
20.	Auditing Governance Strategy, Ethics and Risk Management
21.	Tools and techniques to the internal audit (Block 3)
22.	IT information and Techniques for Non -IT Auditor
23.	Employment Equity
24.	Personal Administration and Leave Administration
25.	Human Resource Management Planning
26.	Record management and Electronic record
27.	Customer Care
28.	Front Line Desk
29.	Advanced driving
30.	Abet
31.	Fleet Management
32.	Induction
33.	Induction for senior managers

E3 - PLANNED BENEFICIARIES OF TRAINING G000000016

Number of employees																	
Job Title	Occupation	MALE			FEMALE			TOTAL	PEOPLE WITH DISABILITIES				AGE GROUP				
		A	C	I	W	A	C		I	W	A	C	I	W	<35	35-55	>55
Accounting and Bookkeeping Clerks	Accounts Clerk - 431101	2	0	0	0	2	0	0	4	0	0	0	0	0	4	0	0
Cleaners and Helpers in Offices, Hotels and Other Establishments	Caretaker / cleaner - 811204	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0
Finance Managers	Finance Manager - 121101	0	0	0	1	1	0	0	2	0	0	0	0	0	2	0	0
Human Resource Managers	Personnel / Human Resource Manager - 121201	2	0	0	0	2	0	0	4	0	0	0	0	0	2	2	0
Professional Services Managers not Elsewhere Classified	Office Manager - 134904	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0
Research and Development Managers	Research and Development Manager - 122301	1	0	0	0	1	0	0	2	0	0	0	0	0	0	2	0
Senior Government Officials	General Manager Public Service - 111202	4	2	0	0	4	0	1	12	0	0	0	0	0	2	8	2
Social Welfare Managers	Community Development Manager - 134402	3	0	0	0	4	0	0	7	0	0	0	0	0	3	4	0
Supply, Distribution and Related Managers	Fleet Manager - 132405	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0
Motorcycle Drivers	Delivery Driver - 732101	1	0	0	0	0	0	0	1	0	0	0	0	0	0	1	0
Policy Administration Professionals	Internal Auditor - 242211	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0
Policy Administration Professionals	Policy Analyst - 242202	1	0	0	0	1	0	0	2	0	0	0	0	0	1	1	0
Public Relations Professionals	Corporate Communication Manager - 243203	1	0	0	1	0	0	0	2	0	0	0	0	0	0	2	0
Security Guards	Security Officer - 541401	4	0	0	0	0	0	0	4	0	0	0	0	0	1	3	0
Administrative and Executive Secretaries	Personal Assistant - 334302	2	0	0	0	0	5	0	7	0	0	0	0	0	6	1	0
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	4	0	0	0	4	0	0	8	0	0	0	0	0	6	2	0
Office Supervisors	Office Administrator - 334102	4	0	0	0	6	0	0	10	0	0	0	0	0	8	2	0
Sub Total		31	2	0	2	28	5	1	70	0	0	0	0	0	35	33	2
Grand Total (M + F)									70					70			

E4 - PLANNED TRAINING - EMPLOYEES OF THE ENTITY					G000000016
Job Title	Occupation	Learning Programme	Learning Area	NQF Level	Number to be trained
Finance Managers	Internal Audit Manager - 121104	USBSP	Audit Management	Level 6	2
Policy Administration Professionals	Internal Auditor - 242211	USBSP	Auditing Governance, Strategy, Ethics and Risk Management	Level 6	2
Policy Administration Professionals	Internal Auditor - 242211	Non Unit Standard Based	IT Information & Techniques for Non IT auditor	Below Level 1	1
Administrative and Executive Secretaries	Personal Assistant - 334302	USBSP	Executive Secretarial Course	Level 3	7
Security Guards	Security Officer - 541401	Non Unit Standard Based	Front Desk and Customer Care	Level 2	4
Motorcycle Drivers	Delivery Driver - 732101	Non Unit Standard Based	Advance Driving	Level 1	1
Cleaners and Helpers in Offices, Hotels and Other Establishments	Caretaker / cleaner - 811204	Non Unit Standard Based	ABET	Level 1	1
Security Guards	Security Officer - 541401	Non Unit Standard Based	Computer Literacy	Level 1	4
Human Resource Managers	Personnel / Human Resource Manager - 121201	USBSP	Strategic Management	Level 4	2
Human Resource Managers	Personnel / Human Resource Manager - 121201	Bursary	B- Tech : HRM	Level 7	1
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	Bursary	Certificate in Financial Management	Level 5	1
Accounting and Bookkeeping Clerks	Accounts Clerk - 431101	Bursary	Certificate in Financial Administration	Level 5	1
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	Bursary	Advance Certificate Monitoring & Evaluation	Level 6	1
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	Bursary	Advance Certificate Monitoring & Evaluation	Level 5	1
Human Resource Managers	Personnel / Human Resource Manager - 121201	Non Unit Standard Based	Personnel Administration and Leave Administration	Below Level 1	1
Human Resource Managers	Personnel / Human Resource Manager - 121201	USBSP	Employment Equity	Level 3	1
Social Welfare Managers	Community Development Manager - 134402	USBSP	Project Management	Level 4	4
Social Welfare Managers	Community Development Manager - 134402	USBSP	Public Participation	Level 7	3
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	USBSP	Budgeting Procurement and Asset Management	Level 4	4
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	USBSP	Contract Drafting, SLA, Tendering and Bid Specification	Level 5	3
Senior Government Officials	General Manager Public Service - 111202	Other	Catalogueing and Archiving	Level 4	2
Senior Government Officials	General Manager Public Service - 111202	USBSP	KHAEDO	Level 7	6
Policy Administration Professionals	Policy Analyst - 242202	USBSP	Policy and Research	Level 6	4
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	USBSP	Supply Chain in Public Sector	Level 6	5
Policy Administration Professionals	Policy Analyst - 242202	USBSP	Report Writing	Other	12
Public Relations Professionals	Corporate Communication Manager - 243203	USBSP	Managing Media Relations	Level 4	3
Senior Government Officials	General Manager Public Service - 111202	Other	Finance for Non Financial	Level 4	5
Office Supervisors	Office Administrator - 334102	Other	Public service Induction	Other	10
Senior Government Officials	General Manager Public Service - 111202	Bursary	LLB	Level 7	2
Senior Government Officials	Defence Force Senior Officer - 111201	Bursary	Advance Certificate Monitoring & Evaluation	Level 7	1
Total					96
E5 - PLANNED TRAINING - THE UNEMPLOYED					G000000016

E6 - PLANNED ADULT EDUCATION AND TRAINING

G000000016

E7 - PLANNED ARTISAN DEVELOPMENT TRAINING	G000000016
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No planned artisan training

G1 - PIVOTAL PLANNED BENEFICIARIES OF TRAINING
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G000000016

G2 - PLANNED TRAINING - UNEMPLOYED

G000000016

G3 - PLANNED TRAINING - EMPLOYED

G000000016

F1 - EXPENDITURE ON TRAINING	G000000016
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		Actual Training Cost	Incidental Training Cost	Unemployed Training Cost	Employed Training Cost	Total Training Cost
F1.1	Amount Spent on ABET	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
F1.2	Amount Spent on Bursaries	R 65,976.60	R 0.00	R 0.00	R 65,976.60	R 65,976.60
F1.3	Amount Spent on USBSP (18.1)	R 246,950.00	R 0.00	R 0.00	R 246,950.00	R 246,950.00
F1.4	Amount Spent on USBSP (18.2)	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
F1.5	Amount spent on ordinary short courses (Non NQF aligned)	R 89,221.30	R 0.00	R 0.00	R 89,221.30	R 89,221.30
F1.6	Amount spent on Internships	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
F1.7	Amount spent on Learnerships (18.1)	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
F1.8	Amount spent on Learnerships (18.2)	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
F1.9	Amount spent on Artisan Development Programmes	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
F1.10	Additional Budget	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00
Total		R 402,147.90	R 0.00	R 0.00	R 402,147.90	R 402,147.90
	Any comments	total amount of R 402,147.09 FROM R450.000 OF TRAINING BUDGET				

F3 - NUMBER OF ACTUAL BENEFICIARIES OF TRAINING G00000016

Number of employees		MALE			FEMALE			TOTAL	PEOPLE WITH DISABILITIES				AGE GROUP				
Job Title	Occupation	A	C	I	W	A	C		I	W	A	C	I	W	<35	35-55	>55
Accounting and Bookkeeping Clerks	Accounts Clerk - 431101	1	0	0	0	1	0	0	0	2	0	0	0	0	2	0	0
Filing and Copying Clerks	Filing or Registry Clerk - 441501	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1	0
Receptionists (General)	Receptionist (General) - 422601	0	0	0	0	1	0	0	0	1	0	0	0	0	1	0	0
Domestic Cleaners and Helpers	Domestic Cleaner - 811101	0	0	0	0	2	0	0	0	2	0	0	0	0	1	1	0
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	2	0	0	0	4	0	0	0	6	0	0	0	0	4	2	0
Human Resource Managers	Personnel / Human Resource Manager - 121201	1	0	0	0	2	0	0	0	3	0	0	0	0	1	2	0
Research and Development Managers	Research and Development Manager - 122301	1	0	0	0	1	0	0	0	2	0	0	0	0	0	2	0
Senior Government Officials	General Manager Public Service - 111202	3	1	0	0	6	0	0	0	10	0	0	0	0	3	6	1
Social Welfare Managers	Community Development Manager - 134402	2	0	0	0	2	0	1	0	5	0	0	0	0	1	4	0
Policy Administration Professionals	Policy Analyst - 242202	1	1	0	0	1	0	0	0	3	0	0	0	0	3	0	0
Public Relations Professionals	Corporate Communication Manager - 243203	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1	0
Administrative and Executive Secretaries	Personal Assistant - 334302	0	0	0	0	3	0	0	0	3	0	0	0	0	2	1	0
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	1	0	0	0	1	0	0	0	2	0	0	0	0	1	1	0
Office Supervisors	Office Administrator - 334102	4	0	0	0	2	0	0	1	7	0	0	0	0	4	3	0
Sub Total		16	2	0	0	28	0	1	1	48	0	0	0	0	23	24	1
Grand Total (M + F)										48					48		

F4.1 - NUMBER OF EMPLOYED BENEFICIARIES WHO ENTERED TRAINING (18.1)	G000000016
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Job Title	Occupation	Learning Programme	Learning Area	NQF Level	Number trained
Social Welfare Managers	Community Development Manager - 134402	USBSP	intergrate community development planning	Level 6	10
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	Other	public service induction	Other	2
Receptionists (General)	Receptionist (General) - 422601	Other	humans empowerment	Other	1
Human Resource Managers	Personnel / Human Resource Manager - 121201	Other	humans empowerment	Other	2
Office Supervisors	Office Administrator - 334102	Other	human empowerment	Other	1
Filing and Copying Clerks	Filing or Registry Clerk - 441501	Other	human empowerment	Other	1
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	Other	humen empowerment	Other	1
Finance Managers	Finance Manager - 121101	Other	human empoment	Other	1
Policy Administration Professionals	Policy Analyst - 242202	Other	human empowerment	Other	1
Research and Development Managers	Research and Development Manager - 122301	Other	human empoment	Other	1
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	Other	human empowerment	Other	10
Administrative and Executive Secretaries	Personal Assistant - 334302	Other	human empowerment	Other	3
Public Relations Professionals	Corporate Communication Manager - 243203	Other	human empowerment	Other	1
Social Welfare Managers	Community Development Manager - 134402	Other	human empowerment	Other	3
Human Resource Managers	Personnel / Human Resource Manager - 121201	Bursary	human resource management diploma	Level 6	1
Receptionists (General)	Receptionist (General) - 422601	Bursary	b comm digree	Level 6	1
Filing and Copying Clerks	Filing or Registry Clerk - 441501	Bursary	public relation diploma	Level 6	1
Accounting and Bookkeeping Clerks	Accounts Clerk - 431101	Bursary	b comm degree	Level 6	1
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	USBSP	advance monitoing and evaluation	Level 7	1
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	USBSP	public service monitoring and evaluation	Level 6	5
Office Supervisors	Office Administrator - 334102	USBSP	monitoring and evaluation	Level 6	5
Senior Government Officials	General Manager Public Service - 111202	USBSP	monitoring and evaluation	Level 6	3
Administrative and Executive Secretaries	Personal Assistant - 334302	USBSP	monitoing and evaluation	Level 6	1
Social Welfare Managers	Community Development Manager - 134402	Other	public service induction	Other	2
Research and Development Managers	Research and Development Manager - 122301	Other	public service induction	Other	1
Policy Administration Professionals	Policy Analyst - 242202	Other	public service induction	Other	1
Social Welfare Managers	Community Development Manager - 134402	Bursary	degree in social science	Level 6	1
Office Supervisors	Office Administrator - 334102	Bursary	senior certificate in record management	Level 6	1
Office Supervisors	Office Administrator - 334102	Non Unit Standard Based	event management	Other	1
Office Supervisors	Office Administrator - 334102	USBSP	protocol	Level 5	1
Administrative and Executive Secretaries	Personal Assistant - 334302	USBSP	protocol	Level 5	1
Social Welfare Managers	Community Development Manager - 134402	USBSP	protocol	Level 5	2
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	Bursary	degree	Level 6	2
Human Resource Managers	Personnel / Human Resource Manager - 121201	Bursary	b tech degree in hrm	Level 7	1
Domestic Cleaners and Helpers	Domestic Cleaner - 811101	Bursary	grade 12	Level 4	1
Domestic Cleaners and Helpers	Domestic Cleaner - 811101	Non Unit Standard Based	human empowerment	Other	2
Total					74
F4.2 - NUMBER OF EMPLOYED BENEFICIARIES WHO COMPLETED TRAINING (18.1)					G000000016

Job Title	Occupation	Learning Programme	Learning Area	NQF Level	Number trained
Policy Administration Professionals	Policy Analyst - 242202	Other	public service induction	Other	1
Research and Development Managers	Research and Development Manager - 122301	Other	public service induction	Other	1
Social Welfare Managers	Community Development Manager - 134402	Other	public service induction	Other	2
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	Other	public service induction	Other	2
Office Supervisors	Office Administrator - 334102	Non Unit Standard Based	event management	Other	1
Office Supervisors	Office Administrator - 334102	USBSP	protocol	Level 5	1
Administrative and Executive Secretaries	Personal Assistant - 334302	USBSP	protocol	Level 5	1
Social Welfare Managers	Community Development Manager - 134402	USBSP	protocol	Level 5	2
Business Services Agents not Elsewhere					

Classified	Supply Chain Practitioner - 333905	Non Unit Standard Based	supply chain management	Other	2
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	USBSP	advance monitoring and evaluation	Level 7	1
Human Resource Managers	Personnel / Human Resource Manager - 121201	Other	targeted selection interviewer	Other	3
Social Welfare Managers	Community Development Manager - 134402	USBSP	partnership intergrating community planning	Level 6	10
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	USBSP	public sector monitoring and evaluation	Level 6	5
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	USBSP	public sector monitoring and evaluation	Level 6	5
Senior Government Officials	General Manager Public Service - 111202	USBSP	public sector monitoring and evaluation	Level 6	3
Office Supervisors	Office Administrator - 334102	USBSP	public sector monitoring and evaluation	Level 6	5
Administrative and Executive Secretaries	Personal Assistant - 334302	USBSP	public sector monitoring and evaluation	Level 6	1
Receptionists (General)	Receptionist (General) - 422601	Non Unit Standard Based	human empowerment	Other	1
Administrative and Executive Secretaries	Personal Assistant - 334302	Non Unit Standard Based	human empowerment	Other	3
Human Resource Managers	Personnel / Human Resource Manager - 121201	Non Unit Standard Based	human empowerment	Other	2
Office Supervisors	Office Administrator - 334102	Non Unit Standard Based	human empowerment	Other	3
Filing and Copying Clerks	Filing or Registry Clerk - 441501	Non Unit Standard Based	human empowerment	Other	1
Business Services Agents not Elsewhere Classified	Supply Chain Practitioner - 333905	Non Unit Standard Based	human empowerment	Other	1
Policy Administration Professionals	Policy Analyst - 242202	Non Unit Standard Based	human empowerment	Other	1
Research and Development Managers	Research and Development Manager - 122301	Non Unit Standard Based	human empowerment	Other	2
Business Services and Administration Managers not Elsewhere Classified	Programme or Project Manager - 121905	Non Unit Standard Based	human empowerment	Other	4
Senior Government Officials	General Manager Public Service - 111202	Non Unit Standard Based	human empowerment	Other	4
Accounting and Bookkeeping Clerks	Accounts Clerk - 431101	Non Unit Standard Based	human empowerment	Other	1
Public Relations Professionals	Corporate Communication Manager - 243203	Non Unit Standard Based	humane empowerment	Other	1
Social Welfare Managers	Community Development Manager - 134402	Non Unit Standard Based	human empowerment	Other	3
Receptionists (General)	Receptionist (General) - 422601	Bursary	b comm degree	Level 6	1
Domestic Cleaners and Helpers	Domestic Cleaner - 811101	Non Unit Standard Based	human empowerment	Other	2
Total					76
F5.1 - NUMBER OF UNEMPLOYED BENEFICIARIES WHO ENTERED TRAINING (18.2)					G000000016


F5.2 - NUMBER OF UNEMPLOYED BENEFICIARIES WHO COMPLETED TRAINING (18.2)	G000000016
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F6.1 - NUMBER OF WORKERS WHO ENTERED AET

G000000016

F6.2 - NUMBER OF WORKERS WHO COMPLETED AET	G000000016
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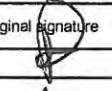

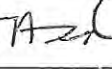
F7.1 - NUMBER OF WORKERS ENTERED ARTISAN DEVELOPMENT	G000000016
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 No Artisan entered

F7.2 - NUMBER OF WORKERS COMPLETED ARTISAN DEVELOPMENT	G000000016
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F8 - VARIANCE REPORT		G000000016
	WSP 2012	ATR 2012
MANAGERS	25	26
PROFESSIONALS	4	4
TECHNICIANS AND ASSOCIATE PROFESSIONALS	5	12
CLERICAL SUPPORT WORKERS	4	4
SERVICE AND SALES WORKERS	0	0
SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT AND RELATED TRADES WORKERS	0	0
PLANT AND MACHINE OPERATORS AND ASSEMBLERS	1	0
ELEMENTARY OCCUPATIONS	0	2
Comments:	total amount of R 402,147.09 FROM R450,000 OF TRAINING BUDGET Characters Left 2000	

F9 - ANNUAL TRAINING REPORT COMPLETIONS				G000000016	
ATR 2012					
Form	Entered	Completed	Difference	Impact of Training and / or Reason for Deviation	
F4	74	76	-2		
F5	0	0	0		
F6	0	0	0		
F7	0	0	0		

A11 - AUTHORISATION				G000000016		
Section D of the template, with the original signatures, must be submitted to the skills development division of the relevant SETA by hand, post or fax by 30 June.						
ENTITY DETAILS						
D1: Entity Name	CIVILIAN SECRETARIAT FOR POLICE					
D2: SDL number	G000000016					
D3: Please select	Province:	<input type="checkbox"/> GP <input type="checkbox"/> L <input type="checkbox"/> MP <input type="checkbox"/> KZN <input type="checkbox"/> EC <input type="checkbox"/> WC <input type="checkbox"/> FS <input type="checkbox"/> NW <input type="checkbox"/> NC	Legislature	Parastatals	National - Dept.	
DECLARATION						
We, the undersigned, submit this information in fulfilment of this entity's legal obligation in terms of the skills development legislation and regulations. We declare that, to the best of our knowledge, the information contained in this WSP/ATR is accurate and up to date. We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of the law.						
SIGNATORIES						
D4: Designated signatory	Name and Surname	Telephone number	Original signature	Organisation	Date	
HRD Manager	PROILLMAYI	012 393 2886		CIVILIAN SECRETARIA	2013/06/28	
SDF (or the person who completed the WSP)	LEITY RASEGOTI	012 393 1916		CIVILIAN SECRETARIA FOR POLICE	2013/06/28	
Training Committee Member						
AUTHORISATION						
Head of Dept / Director General / CEO / Secretary	JENNIFER GUMI 1920			CIVILIAN SECRETARIA FOR POLICE	2013-06-28	