

To whom it concern

**NOMINATION OF PERSON TO BE APPOINTED AS ACCOUNTING AUTHORITY. MEMBERS OF THE FP&M SETA.**

In terms of section 11 (2) (a)-(b) of the Skills Development Act (Act 26 of 2011) the Minister must appoint 14 persons as members of the Accounting Authority (Board) of the SETA. The Accounting Authority. must be constituted by six persons representing organised labour , six persons from organised employers and two persons who must be nominated by:-

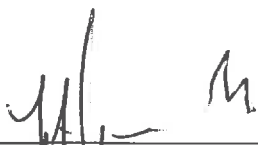
- a) any government department that has an interest in the relevant sector and that is not an organised employer;
- b) any interested professional body;
- c) any bargaining council with jurisdiction in the sector in question; or
- d) any organisation in a community that has an identifiable interest in skills development in the sector in question.

As such, members must be formally nominated by their organisations and must sign a letter of consent confirming that they accept the nomination. The nominations will then be formally submitted to the DHET for approval along with copies of the candidates' CVs and acceptance letters. Currently we need to appoint one of the two persons referred to above and would appreciate it if you recommend a person from your sector in terms of either a, b, c or d for this position.

In order to facilitate this process, we request that you complete the attached nomination forms and forward the completed and signed nomination forms to the candidates for their acceptance. The candidates must, in addition, provide us with a copy of their CV and must complete the "Personal Details" section in full.

Kindly submit the signed and completed nomination forms to [FellengY@fpmseta.org.za](mailto:FellengY@fpmseta.org.za) or [schalkb@fpmseta.org.za](mailto:schalkb@fpmseta.org.za)

Regards



Ms. Felleng Yende  
CHIEF EXECUTIVE OFFICER

**Gauteng**

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Fibre Processing & Manufacturing Sector Education and Training Authority

**NOMINATION OF CANDIDATE FOR APPOINTMENT AS A  
MEMBER OF FP&M SETA ACCOUNTING AUTHORITY**

I, \_\_\_\_\_

in my capacity as .....

Nominate

\_\_\_\_\_

to be appointed as a Board member to the FP&M SETA Accounting Authority.

The candidate meet the selection criteria for members of the Accounting Authority as set out in Par 3 (2) (b) of the FP&M SETA Constitution and has knowledge, skills and expertise in the following –

- (i) The functioning of the Accounting Authority in terms of the requirements relating to corporate governance and ethics;
- (ii) Skills development legislation and the NSDS;
- (iii) The SETA's responsibility in respect of service delivery;
- (iv) The PFMA and financial management;
- (v) The Sector and the constituency represented by the member;
- (vi) The strategic leadership role of the Accounting Authority;
- (vii) Education, training, skills development and human resources development;
- (viii) Quality assurance of learning provision;
- (ix) General management and business skills;
- (x) Communication and marketing role of an entity in relation to its stakeholders; and
- (xi) Any other areas of expertise relevant to the Sector.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**LETTER OF ACCEPTANCE OF NOMINATION**

I, \_\_\_\_\_  
hereby accept the nomination for appointment as member of the FP&M Seta Accounting Authority.

I accept the duties and responsibilities of a member of the Accounting Authority of the FP&M Seta and understand that I will be expected to subscribe to the FP&M Seta principles of good governance and to comply with the FP&M Seta policies and procedures. I understand that I will be required to attend the quarterly Accounting Authority meetings and to form part of the decision making process of the Accounting Authority.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_ 2017 at  
\_\_\_\_\_ .

Signature: \_\_\_\_\_

**PLEASE ATTACH YOUR CURRICULUM VITAE TO THE SIGNED LETTER OF CONSENT AND COMPLETE THE PERSONAL DETAILS SECTION BELOW:**

**PERSONAL DETAILS**

|  |  |
|--|--|
| <b>Name</b>                                |  |
| <b>ID Number</b>                           |  |
| <b>Postal Address</b>                      |  |
| <b>Residential Address</b>                 |  |
|  |  |
| <b>Business Address</b>                    |  |
|  |  |
| <b>Tel Number</b>                          |  |
| <b>Fax Number</b>                          |  |
| <b>Cell Number</b>                         |  |
| <b>E-mail Address</b>                      |  |
| <b>Current Occupation</b>                  |  |
| <b>Other Membership /<br/>Directorship</b> |  |