

FP&M SETA INSIDER NEWSLETTER

December 2015 Edition



Fibre Processing & Manufacturing Sector Education and Training Authority

FUTURE PERFECT
SKILLS DEVELOPMENT



MS. FELLENG YENDE

Chief Executive Officer

FP&M SETA

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From The
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Desk

It's hard to believe that we are nearing the end of the year especially when everyone is still firing on all cylinders and running around frantically....well that's the way the year started and it seems like that is how it is set to end!

I would like to take this opportunity to thank the FP&M SETA Board, Management Team and Staff for going the extra mile in assisting and supporting the SETA to improve its overall performance taking it to another level by implementing high impact skills development interventions. It gives me great pleasure to mention some of the successes during the past year - the FP&M SETA Skills Development Summit of 2015, the introduction of the International Leadership Development Programme, the launch of the Richmond-Indaleni Community Skills Development Centre – interventions that would assist in transforming and changing the lives of our most vulnerable in society youth, the employed workers, the disabled, women and those that are caught up in the poverty cycle, especially those living in the outlying rural areas.

From a business perspective, turning around the challenges and performance of the FP&M SETA into a functional and high performing organization is something that I can reflect on with pride. I am glad to report that our success was catalytic – from a performance of 49% in 2011 against our pre-determined objectives to 86.2% in the last financial. It took dedication, determination and personal-sacrifice to ensure that the ship is sailing in calmer waters.

Even though each quarter is only approximately 90 days, I always marvel at how much the FP&M SETA manages to produce in this short period. As it's nearly time to relax, rest and be with family and friends, On behalf of the FP&M SETA Board, Management and staff, I wish everyone a happy and healthy end to 2015.

Head office will be closed from 23 December 2015 and reopens again on 06 January 2016. Whilst the large majority of staff will be on leave during this time, there will always be someone in the office to handle any queries and emergencies.

Go well, stay safe and take time out, you deserve it!
Best Regards

Ms. Felling Yende
Chief Executive Officer

CEO Makes a Hatrick of Awards in as Many Months

Our CEO won three prestigious business awards in only three months that are linked to outstanding leadership, corporate governance and transformation. The most recent was the Public Sector Visionary Award at the 2015 BBQ Awards, held at Emperors Palace on Friday, October 30.

On July 28, she was announced the Country Winner of Africa's Most Influential Women in Business & Government 2015, by CEO Global, and on August 4 she was awarded the Youth Employment Award SA 2015, by the South African Council for Graduates Co-operative.

The BBQ Public Sector Visionary Award acknowledges a man or woman who has made a significant impact in the public sector and satisfied the following criteria:



CEO, Ms. Felling Yende, accepting her various awards throughout 2015

- Has demonstrated commitment to the advancement of excellence within the public sector
- Has by means of their public office furthered the interests of South Africans through innovation, creativity and integrity
- Has a proven record of achievement and involvement, leadership, perseverance and endurance
- Has been actively involved in the public sector for a minimum of three years
- Has demonstrably influenced a specific department in one of the following areas – education, health, sport and recreation, environment, job creation, skills development and crime prevention
- Self-evidently inspires and encourages others to strive for excellence

Ms Yende has been CEO of the FP&M SETA since May 2013. Her primary focus has been to ensure a smooth transition after the amalgamation of three SETAs in 2011, whilst simultaneously providing results driven leadership through the development and execution of an innovative business model that she designed, and that was central to the repositioning of the FP&M SETA.

Although the recognition is good, I feel I need to do more – there is so much to be done, but I would like to state that these awards are really an extension and affirmation of the excellent work of the FP&M SETA Board, Management & Staff and stakeholders in the sector.

To me just making a small difference is all the recognition I need – giving our youth and opportunity to lead full and meaningful lives. Just changing one life means more to me than all the recognition awards I receive!

DUT 2015 Fashion Show

The Department of Fashion and Textiles at the Durban University of Technology (DUT) held its annual Fashion Show from Wednesday, 30 September to Friday, 2 October at the Fred Crookes Sports Centre on the Steve Biko Campus. The theme was "Incarnation" and the coveted event showcased the designs of 38 third year students as well as the best 20 ranges.

The FP&M SETA sponsored the winning prize of the Best Range which was a laptop computer accompanied by fashion design software. This was won by Natasha Le Roux from Ballito.

"Natasha is fascinated and amazed by India and its culture," said Terence Bray, third year DUT Design Lecturer. "For her winning range she drew inspiration from the love she has for the city and its people by focusing mainly on the Sadhu culture. She aimed to create a feeling of yogic trance – an astral travel through the mountains of India – a reincarnated elephant journey towards enlightenment."

"We explore how the word and its meaning manifests in a fashion context, both on a personal interpretation level and that of familiar fashion concepts being reinvented," said Terence. "The theme encourages designers to self-evaluate and critically reflect on their own personal aesthetics and that of the popular choice or trend - although collections in essence should be a physical embodiment of their personality, ideals and design philosophy."

"We explore how the world and its meaning manifests in a fashion context, both on a personal interpretation level and that of familiar fashion concepts being reinvented"

Sunthra Moodley, Head of Department (Fashion and Textiles) at DUT was extremely grateful for the prize awarded for the Best Range. "On behalf of my colleagues and our students I would like to sincerely thank the FP&M SETA for their extremely kind sponsorship of the prize for the Best Range on Show Award. Your contribution added prestige to our event and has encouraged students to raise their standard of work."



Winner of the Best Range Award, Natasha Le Roux, is fascinated and amazed by India and drew inspiration from the love she has for the city and its people.

RICHMOND-INDALENI COMMUNITY SKILLS CENTRE

In April 2015 the Richmond-Indaleni Community Skills Centre, was launched by the Honourable Minister of Higher Education and Training, Dr Blade Nzimande. At the outset the focus of the project will be on training interventions for approximately 380 unemployed youth from the area to increase employment and potential entrepreneurship opportunities.

The primary objectives for the establishment of the centre are varied and include the following for the youth in the area - to offer post-school education and training interventions; to enable young people to develop occupationally directed skills; and to contribute to the socio-economic upliftment of the broader Richmond community by addressing the twin evils of poverty and unemployment that plague the Richmond community.

So far good progress has been made and the following milestones have already been reached – a Stakeholder Committee has been formed and is operational; Mobile Classrooms have been acquired; the building has been demolished; and skills development and training has been organized for disabled learners



CEO, Ms. Felleng Yende, at the launch of the Richmond-Indaleni Community College in Richmond, Kwa-Zulu Natal

GREEN YOUTH INDABA



CEO, Ms. Felleng Yende, at the Green Youth Indaba, 30 September 2015

On 30 September at the CSIR, the second annual Green Youth Indaba took place to highlight the importance of localisation, youth employment and skills development within the Green Economy. The event was hosted by the Energy and Water SETA, FP&M SETA and Tosaca Media Group. This high-impact one-day Indaba examined the role of government, private sector, and young people in the skilling and development of the youth, to increase economic growth through the green economy.

"In 2014, when the Green Youth Indaba staged its highly successful maiden event, we knew that the Fibre, Processing and Manufacturing (FP&M) SETA had to be part of this necessary and expanding forum in 2015", said Ms Yende. "The increasing focus on environmental sustainability and the green economy that appears in policy documents such as the NDP, NGP and the Green Economy Accord, has enormous significance for skills development within the Fibre, Processing and Manufacturing sector. It necessitates growth in higher level knowledge, through research, and skills linked to developing and implementing green technologies."

The Indaba brought together over 300 exceptional young people who are changing the face of the environment and environmental industries in South Africa. These youth and industry experts came across the country to Tshwane to discuss the most pressing environmental issues and the opportunities for youth within government, private sector and cities in South Africa.

Nationwide, the youth of South Africa are realizing the importance of caring for their health, well-being and sustainability of the environment, and it is estimated that 80% of new employees in the manufacturing and installation of solar-water heating systems, and in public and community works programmes directed at environmental challenges in the coming years, will be young people.

STAFF NEWS FP&M SETA Interns

As the FP&M SETA is about skills transfer and upskilling in the Fibre Processing and Manufacturing sector, our CEO decided that we needed to 'walk the talk' in our very own SETA and offer opportunities to young, enthusiastic learners. Currently we have the following individuals working with us as interns.

Mathapelo Makomene



Mathapelo is 22 years of age and is a graduate from the University of Johannesburg. She holds two qualifications which are a National Diploma in Logistics Management, and a Btech Degree that is also in Logistics Management. "I am a lifelong learner who continuously seeks opportunities to learn more about new things so that I can acquire knowledge and skills to improve my performance. I joined the FP&M SETA as the supply chain management intern. My aspiration is to find a secure position in Supply Chain Management or Logistics Management that enables me to use all the knowledge, skills and experiences that I have obtained through my education and work experience," says Mathapelo.

Moses Mothapo



Moses is 31 years old and has studied Financial Management at Central Johannesburg College in Alex. His aspiration is to become part of a supply chain environment, expand his knowledge and study further. He currently maintains and updates the SETA's supplier database; provides administrative support for the procurement of goods and services; develops and maintains effective filing systems to enable easy response to audit queries; and ensures that the SETA's travel needs are met within the constraints of the annual travel budget and national treasure regulations.

Mulovhedza Awelani Irvin



Mulovhedza joined the FP&M SETA as an intern in the GRCL division on 11 November, 2014. He currently holds an LLB degree which he completed in 2011 at the University of Venda. To date he has achieved the following; been admitted as an advocate, holds a LEAD certificate of attendance, has completed his articles, and has completed the attorneys admission exams. When Mulovhedza joined the FP&M SETA his goal was to gain experience in several areas and so far he has been exposed to the roles of Legal Compliance Officer, Legal Advisor, Company Secretary and Risk Management. Mulovhedza reports directly to the GRCL Executive, who he says has "extremely high standards."

Joyce Mahlaule



I completed my Bcom in Accounting with the University of Venda, there are many things that I have experienced working at the FP&M SETA. "As an intern it is essential to work hand in hand with your manager and with your colleagues in order to grow. Their challenges we experience but we are able to assist one another, working in a group is better than individually as we are able to share ideas."



Busisiwe Makhanya

Busisiwe has a Diploma in Business Management at Johannesburg Central College and wants to "permanently work for an organization such as the FP&M SETA that has a great reputation".

Her responsibilities are to assist with managing the apprenticeship registration, uploading the learners into MIS and capturing the assessor and moderating documents.

Khanyisa Binca



Khanyisa studied HR Management at Central Johannesburg College and is now an intern in the Human Resource Office at the FP&M SETA. Her responsibilities are not limited to the office and her internship at the SETA has allowed her to expand her skills and revise her future career goals. "My experience here will affect my life in the future and I thank the organization for this excellent opportunity."

Mxolisi Mdluli



Mxolisi has studied Financial Management at Elangeni TVET College and is currently an intern in the Projects Department at the FP&M SETA, where he has been for more than 18 months. A few of his key responsibilities are; processing payments for stakeholders for learnerships, skills programmes, apprenticeships, and Adult Education Training (AET); as well as assisting the ETQA department with capturing data into the computerized SETA system. And this is what Mxolisi has to say, "The FP&M SETA has provided me with a lot of insight into how large, growing and successful corporations works."

Nkululeko Kunene



Nkululeko is currently an IT intern at the FP&M SETA and studied Information Technology at PC Training & Business College. He is responsible for maintaining the company's IT network, servers and security systems. "This role is absolutely essential within the organization to ensure business continuity," says Nkululeko. "If an IT network fails, the impact on the day to day running of the business can be significant, sometimes catastrophic."

Nomie Mokubung



Nomie is a graduate of the Vaal University of Technology and completed her four year Bachelor of Technology Degree in Public Relations Management in April 2015. She is a client liaison intern in the marketing and communication department at FP&M SETA which has exposed her to opportunities of assisting with the co-ordination of events, planning and executions of different functions. "Through such work experience at the FP&M SETA, I have learned the importance of paying attention to detail, working well under pressure, meeting deadlines, as well as being able to perform suitably in a team setting, and individually, when required to do so."

Tshegofatso Chuma



In March 2014, Tshego commenced her role at the FP&M SETA as an intern in the Marketing department. She studied at the Central Johannesburg College where she obtained her National Diploma in Marketing Management. Working alongside Lindy Mkhize, an FP&M SETA Marketing & Communications Specialist, she is involved in promoting the FP&M SETA brand, assisting with channels of communication, controlling stock of the Marketing & Communications brochures and promotional material, and attending career exhibitions and shows, where FP&M SETA is involved. In the future, Tshego would like to occupy the position of a Marketing Brand Manager.

Vukosi Elvin Ntuli



Vukosi has studied Marketing Management, and has been with the FP&M SETA for 18 months where he occupies the position of Intern in the Quality Assurance division. A few of his many responsibilities include, receiving of learners', and checking that they have been submitted in the required format, capturing learners' agreements on SQMR, and desktop evaluation (accreditation). Vukosi wishes to study a Moderator course in 2016 and ultimately wants to become a specialist in Quality Assurance.

Wanda Sombo



Wanda holds the position of Project Admin Intern at FP&M SETA and has an ND in Public Management and a BTech Project Management from Cape Peninsula University of Technology. A few key areas of responsibility and expertise that Wanda has experienced in his current role include, registering learners on the MIS-ETQA module Deloitte system, providing administrative support in the internship / learnership programmes, establishing and maintaining effective admin systems for the smooth running of the office, saving information and correspondence in the developed physical or electric filing system, and assisting with

the compilation of reports on the Workplace Skills Plan. "I look forward to enhancing my expertise in Project Management and hone my other relevant skills as well," says Wanda. "My dream is to have hands-on experience in as many technical projects as I can post and become an expert at."

Nomthandazo Nxumalo



Nomthandazo studied a National Diploma in Financial Management at Elangeni TVET college. She considers herself to be strongly motivated and inspired by the people she works with, achieving my dream of becoming a financial manager in five years to come. "At FPM SETA ,I'm working with Chereece in finance and project department from all regions on processing the DG payments. I specifically deal with Invoice and payment journals, I also assist stakeholders with payments queries. I have gained so much experience in finance department also in working in the office environment, I'm grateful to the SETA. I am still willing to learn more, to show my ambition in this

department on the following year I am going for National diploma in Financial Accounting at Mangosuthu University of Technology."

Thanyani Mathinya



Thanyani Mathinya studied a Diploma in Accountancy at University of Johannesburg. Her qualification entails auditing, taxation, cost and financial management and financial accounting. "My aspiration in life is achievement," says Thanyani. "I am eager to achieve more than what I achieved yesterday. My goal is to be a financial advisor, financial accountant or financial manager." Some of her key responsibilities at FP&M SETA include diary planning and scheduling of appointments, weekly payment schedules and preparations, screening calls and/or route queries to relevant people, coordinating of travel and accommodation arrangements, minutes-taking at meetings when required, arrange and assist with functions as directed, establishing and maintain an efficient filing system, manage correspondence on a daily basis and ensure correct distribution thereof, receiving guests for the CFO on a daily basis and drawing relevant files in preparation for meetings and engagements

Kenneth Molepo



Studied BA Public Management and Governance at University of Johannesburg." My aspiration is to be part of transforming FP&M SETA and keep on helping our stakeholders especially unemployed youth to get into learnerships, internships, skills programmes etc and ensure that they complete and get certificates that will help them to get decent jobs or start their own companies". His responsibilities are processing payments, administration of learning programmes and stakeholder liaison.

NEW STAKEHOLDER ENGAGEMENT & SPECIAL PROJECTS MANAGER APPOINTED



Thandwa Mashinini, a passionate, energetic and hard-working young woman, who has a successful and consistent track record of achieving good results and having extensive knowledge in Transport, Logistics and Supply Chain Management, as well as experience in the public sector, joined the FP&M SETA as Stakeholder Engagement & Special Projects Manager, in August 2015.

Thandwa's position spans several platforms, one of which is to develop a robust national marketing, communications and stakeholder management strategy that aligns with the FP&M SETA's Annual Performance Plan.

This includes developing and maintaining branding and visual identity guidelines, managing organisational reputation, and developing marketing and promotional operational plans, that are in line with the communications and organizational strategies.

Other platforms that form part of Thandwa's responsibilities include policy development and review, stakeholder management, events management, media management, reporting, audit and risk, administrative duties, CEO's office management, as well as performance management of staff within the division. Thandwa is also the Special Projects Manager on the Richmond-Indaleni Community Skills Centre Project.

Part of the responsibilities in the Richmond Project as a Special Projects Manager include:

- Co-ordinate the overall management of the building project activities and education and training activities of the project
- Ensure SCM processes are adhered to for all project activities
- Report to the Office of the CEO and the projects Steering Committee on progress of the building and education and training activities noting possible challenges and risks – against project implementation plan.

Thandwa has various qualifications to her name that she has gained from Witwatersrand Technikon as well as the University of Johannesburg. These include a National Diploma in Logistics, BTech Logistics, BCom (Hons) Transport Economics, BCom (Hons) Logistics Management, and she is also currently in her 3rd year of MCom Business Management, specializing in Supply Chain Management.

Contractual experience at Spoornet Supply Chain Services, Transnet (Vulindlela Project), Bazzoni Clothing Shop, Pikitup, South African Graduate Development Association (SAGDA), and a project at Resolve Road Accident Fund, makes Thandwa both a versatile and dynamic player in the FP&M SETA. Thandwa has confidence in Youth Empowerment and believes in providing young people with opportunities to develop the capabilities that they will need in order to become successful contributing participants in the economy.

FP&M SETA's Fourth AGM



On Monday, November 23, our SETA hosted the fourth Annual General Meeting at the Indaba Hotel in Fourways, for the financial year ended 31 March, 2015. The FP&M SETA, under the astute leadership of Ms Yende, celebrated another clean audit and approximately 120 guests attended the occasion. The guests included representatives from DHET (Department of Higher Education and Training), Ministry of Higher Education and Training, Industry Stakeholders from our 13 Sub-Sectors as well as the FP&M SETA Board Members and Management.

The FP&M SETA's performance for the 2014/15 period increased to 86.2% from 80% in the previous financial year. In addition, payments of discretionary grants increased by 145% compared to the year before and mandatory grants increased by 91%.

Under the leadership of Ms Felleng Yende, the FP&M SETA received two unqualified audit reports from the Auditor-General of South Africa in just as many years she has been CEO. In the last financial year 2014-15, the FP&M SETA received an unqualified audit report with no material findings.

At the AGM the SETA launched the FP&M SETA Skills Recognition Awards which will be an annual event going forward that recognises and acknowledges government, private companies, stakeholders as well as public and private institutions that have made remarkable & meaningful contributions to the skills arena in the 13 FP&M sectors.

An upbeat dinner occurred after all the formalities and presentations and a great time was had by all guests.

FP&M SETA'S SKILLS RECOGNITION AWARDS

The maiden staging and launch of the SETA's Skills Development Recognition Awards occurred on Monday, November 23 at the FP&M SETA's AGM. These awards will occur on an annual basis and are the FP&M SETA's way of recognising, acknowledging and thanking private companies, organizations as well as private and public skills development providers, for the outstanding and meaningful contributions they have made to upskilling individuals in the workforce.

The Awards celebrate successful partnerships and collaboration between FP&M SETA and industry stakeholders, including employers, trade unions, CBO's, NGO's, NLPE's & SMME's for their contribution to annual performance plan targets; skilling of workers and unemployed youth; placement of graduates for work integrated learning in workplaces, and for the placement of graduates in job opportunities post training.

The Award categories include:

- Best Practice Workplace Provider (levy paying employers) for provision of full qualifications and work-integrated learning – Apprenticeship, Learnership and WIL category
- Best Practice Skills Development Provider for provision of learning programmes to people with disabilities or learners in rural and township areas - Apprenticeship, Learnership and WIL category
- People with Disabilities - Apprenticeship, Learnership and WIL category
- Rural and Township Development - Apprenticeship, Learnership and WIL category
- Centre of Excellence for their contribution to skills development in the FP&M Sector - Private Skills Development Institutions & Public Learning Institutions
- Special Recognition for contribution to placement of graduates in the FP&M sector

"It has been so encouraging to see how many skills development providers have entered our maiden staging of the FP&M SETA's Skills Recognition Awards," says Ms Yende. "It will be encouraging to see our entries increase dramatically in years to come. Thank you to all this year's entrants and well done to the various winners which included Sappi Ltd, Mpack Operations, Celrose, Ndimase Trading, Furniture World Private College, Aranda Learnership College, CPUT and SAGDA."



Furniture World Private College - Best Practice Skills Development Provider (RURAL AREA & TOWNSHIP)



Ndimase Trading CC - Best Practice Skills Development Provider (PEOPLE WITH DISABILITIES)



Media 24 Academy - Best Practice Skills Development Provider (RURAL AREA & TOWNSHIP)



Aranda Learnership College (Pty) Ltd - Centre of Excellence
(PRIVATE INSTITUTIONS)

"As part of the SETA's mandate we need to provide skills development service to the clothing sector in South Africa and the Vukani Fashion Awards are a good way to do this," says Ms Yende. During the 2014/2015 financial year it was recorded that approximately 38 170 people are employed in the wearing apparel arena, which is the largest of the 13 sub sectors in the Fibre Processing and Manufacturing arena.



Sonwabile Ndamase, Simo Matomela, Zamaswazi Sithole, Mmaphefo Dibetso, Gauteng MEC for Infrastructure Nandi Mayathule-Khoza and Firdoze Bulbulia.

"Supporting local fashion design initiatives, such as the Vukani Annual Fashion Awards, are necessary as they provide training for young-up-and-coming-designers and entrepreneurs, and also enlighten eager minds about career opportunities in the fashion and clothing industry. The Information Seminars and Workshops held at the event, offered great exposure to the youth about opportunities that they weren't even aware of," says Ms Yende. Meeting role-players in an industry that students are passionate about is a catalyst for their future success. Seeing the clothing creations, pairing a fashion designer's name and face in a real life environment, and listening to highly acclaimed designers talk about the countless opportunities that are available, is the inspiration needed by students seeking answers about their future careers.



SAGDA - Special Award
(PRIVATE INSTITUTIONS)

FP&M SETA'S INTERNATIONAL LEADERSHIP DEVELOPMENT PROGRAMME (ILD)

When the (FP&M) SETA, in partnership with Regenesys Business School, launched the International Leadership Development Programme (ILD) 2015 at the end of July, it was set to be an enormous success.

Established to foster transformation and create future leaders through cutting-edge thinking, design and innovation, the programme was devised by Regenesys which is one of the fastest growing global business schools. It was then customised for the FP&M SETA constituencies and stakeholders in the 13 industry sub sectors that represent the Fibre, Processing and Manufacturing sector.

The top two entrepreneurial candidates from each of the sub sectors, were nominated and immediately started the ILDP. "The objective of the programme is to develop potential leadership and strategic positions with a view to expose learners to international benchmarks and best practices," says Ms Yende. "It is anticipated that this extensive programme will provide the sector with front runners that have strong business and leadership acumen as well as both a local and international focus."

VUKANI FASHION AWARDS

The FP&M SETA partnered with the South African Fashion Designer's Agency (SAFDA), for the second consecutive year, and sponsored the illustrious Vukani! Fashion Awards from November 17 to November 21 at the Newtown Junction Mall in Johannesburg.

The FP&M SETA Vukani Fashion Awards showcases the finest in the country's dynamic young fashion creatives. The Awards stimulate creative competition in the industry by bringing together fresh, young designers, from South Africa and neighbouring countries, who have an eye for fashion with a uniquely African flair that is inspired by the rich cultures of the continent.



Winning fashion designers Mmaphefo Dibetso, Zamaswazi Sithole and Simo Matomela.



CEO, Ms. Felleng Yende, members from the FP&M SETA as well as members from the Massachusetts Institute of Technology (MIT), currently rated as the number one university in the world.

After the intensive holistic programme was completed by the 26 students from July 27 to October 8, the group flew to the Massachusetts Institute of Technology (MIT) in the USA and participated in a manufacturing focussed programme including important site visits. MIT is currently rated as the number one university in the world. "The FP&M SETA International Leadership Development Programme, is an extremely exciting venture for the FP&M sector and the related industries," says Ms Felleng Yende.

The names of the publications and dates published for the above media clippings are as follows:

1. **Achiever Magazine** - 1 July 2015
2. **Mg.co.za (Mail & Guardian)** - 30 July 2015
3. **bizcommunity.com** - 30 October 2015
4. **businessmedialive.co.za** - November 2015
5. **Daily Sun** - 26 November 2015
6. **BBQ (Black Business Quarterly)** - 1 September 2015
7. **South African Business** - 1 January 2016 (Not yet published)
8. **Africa's Most Influential Women In Business And Government** - 1 November 2015

Events to look forward to in January / February 2016

New SETA Landscape Workshops

Remember to check the FP&M SETA website for the notice of all the workshops to be held.

Mandatory & Discretionary Grant Workshops

The main topics to be covered in the workshops are:

- Discretionary Grants – grant submission guidelines and criteria, discretionary grant online submission process
- Quality Assurance – update on recent developments
- Workplace Skills Planning - submission guidelines and criteria, WSP/ATR and Pivotal Plan/Report online submission process



Warm wishes for the
**FESTIVE SEASON
& NEW YEAR**

Best wishes to you and your
family this holiday season.

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