

14 December 2010

The Municipal Manager

Dear Sir/ Madam

Change of Procedure: Submission of Learnership Declarations of Intent to the LGSETA:

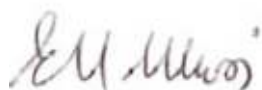
The LGSETA recently changed the procedure for the submission of Declarations of Intent to implement learnerships.

Henceforth, all Declarations of Intent to implement learnerships must be:

1. submitted to the LGSETA Provincial Office for your province by 31 March 2011
2. The LGSETA provincial office will conduct workplace vetting and complete a workplace vetting report by 31 May 2011
3. The Declaration of Intent and the vetting report from the province must then be submitted along with the Workplace Skills Plan and the Annual Training Report by your municipality to the LGSETA office on, or by 30 June 2011.
4. The learnerships reflected in the Declarations of Intent must also be reflected in the appropriate section of the Workplace Skills Plan

Thank you

Yours sincerely



NTOMBENHLE NKOSI
CEO - LGSETA

Cc: Skills Development Facilitator