

**TO : ALL PSETA STAKEHOLDERS**

**FROM : PSETA CHIEF EXECUTIVE OFFICER**

**SUBJECT : SUBMISSION OF QUARTERLY MONITORING REPORT (QMR) TO PSETA BY GOVERNMENT DEPARTMENTS, PUBLIC ENTITIES AND LEGISLATURES**

**REF : CIRCULAR NO. LP-QMR-01/2025**

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1. The Skills Development Act, 97 of 1998, as amended (The Act), is a key piece of legislation which guides interventions aimed at skills development in the country. The Act establishes the Sector Education and Training Authorities (SETAs) and the National Skills Fund (NSF).
  2. In terms of the Act, the Director-General of the Department of Higher Education and Training (DHET) is the Accounting Officer, and SETAs are required to report on a quarterly basis using the Quarterly Monitoring Report (QMR) format to the Director-General on training and development interventions within the sector.
  3. Section 30A of the Act requires that each public service employer in the National and Provincial spheres of Government must budget for at least one percent of its payroll for the training and education of their employees and **may contribute funds to a SETA.**
  4. **National and provincial government departments, as well as the Legislative sector and Public Entities, willing to collaborate with the PSETA in skills development specific to their department and willing to contribute funds to the PSETA, may engage the PSETA.**
  5. Furthermore, PSETA has a responsibility to report on training implemented by National and Provincial Government Departments, Public Entities and Legislatures on a quarterly basis to the DHET.
  6. PSETA stakeholders are now required to ensure that any learning programmes agreements that are sector/industry funded are submitted to PSETA for the PSETA to report on the implementation of learning programmes in the Public Service sector. **(See the DHET QMR Validation Framework attached, on reporting evidence required).**

7. Stakeholders should use the QMR reporting template attached and submit information with the relevant supporting evidence.
8. The submission schedule of quarterly monitoring reports for the 2025/26 financial year is as follows:
  - **Quarter 1** - **16 July 2025**
  - **Quarter 2** - **15 October 2025**
  - **Quarter 3** - **16 January 2026**
  - **Quarter 4** - **15 April 2026**
9. QMR reports and evidence should be submitted to: [gmr@pseta.org.za](mailto:gmr@pseta.org.za) by the end of business on the dates indicated above.
10. Enquiries may be directed to Ms. Minah Mola: [minahk@pseta.org.za](mailto:minahk@pseta.org.za), tel. 012 423 5749 or Koketso Makgoka: [koketsom@pseta.org.za](mailto:koketsom@pseta.org.za), tel. 012 423 5710.
11. PSETA acknowledges with appreciation the role played by National and Provincial Coordinators, Skills Development Facilitators and HRD Officials in the Public Service Sector, in ensuring that the critical work that the sector is doing in training and skills development is recorded and reported accordingly.

Kind Regards

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**Ms Bontle Lerumo**  
**Chief Executive Officer**