



14TH ANNUAL GENERAL MEETING MINUTES

2024





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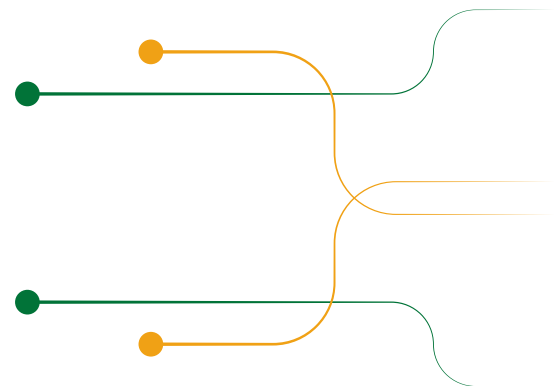
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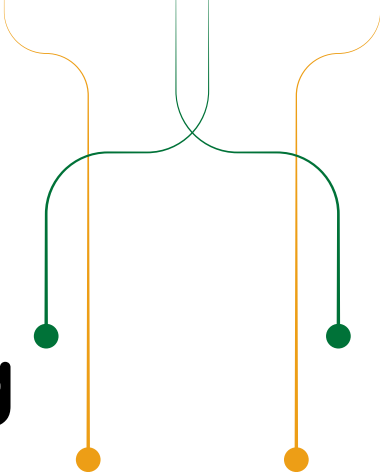
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Minutes of the 14th Annual General Meeting



Minutes of the 14th Annual General Meeting (AGM) of the Public Service Sector Education and Training Authority (PSETA) 2023/2024, held on 21 November 2024, at Candlewoods Boutique Venue, Candlewoods Country Estate, Candlewoods Ln, Centurion, Pretoria.

Opening and Welcome

The Chairperson of the PSETA Accounting Authority, Mr Thulani Tshefuta, welcomed all stakeholders that were present both physically and virtually and thanked them for their attendance. The Chairperson then declared the PSETA 14th Annual General Meeting opened and introduced the PSETA Accounting Authority (AA) Members that were appointed by the Minister of Higher Education, Science and Innovation (MHESI), Prof B Nzimande, for a period of five (5) years starting from 01 April 2020 – 31 March 2025 and the PSETA Executive Management Team, respectively. Also in attendance was the ICT Steering Committee and Risk Management Committee Chairpersons.

PSETA AA Members:

- Mr Thulani Tshefuta – Independent Chairperson – Attended
- Mr Moeketsi Napo – Organised Labour Representative – Attended
- Mr Patrick Babsy Makhafane – Organised Labour Representative – Attended
- Mr Patrick Moopelwa – Organised Employer Representative – Attended
- Mr Nelson Maesela – Organised Labour Representative – Attended
- Mr Ncedisa Mahala – Organised Labour Representative – Attended
- Mr Noah Bodiba – Organised Labour Representative – Attended
- Ms Okuhle Sidumane – Organised Employer Representative – Attended
- Mr Lewis Nzimande – Organised Employer Representative – Attended
- Mr Johnie Dingake – Organised Labour Representative – Attended

PSETA Executive Management:

Ms Bontle Lerumo – Chief Executive Officer
Ms Shivanthini Nagalingam- Potter – Chief Operations Officer
Mr Phumudzo Mbulaheni – Chief Financial Officer
Adv Siphokazi Moleshe – Corporate Services Executive

Adoption of Minutes of the 2023 Thirteenth (13th) AGM

Minutes of the previous AGM held on 10 November 2023 were considered and approved as a fair reflection of the proceedings.

Mover: Mr Anthony Canham (BM Justice College)

Seconder: Ms Mamontseng Motinyane (Ukwakhile Training)

Chairperson's Opening Remarks

Strategic Achievements and Performance

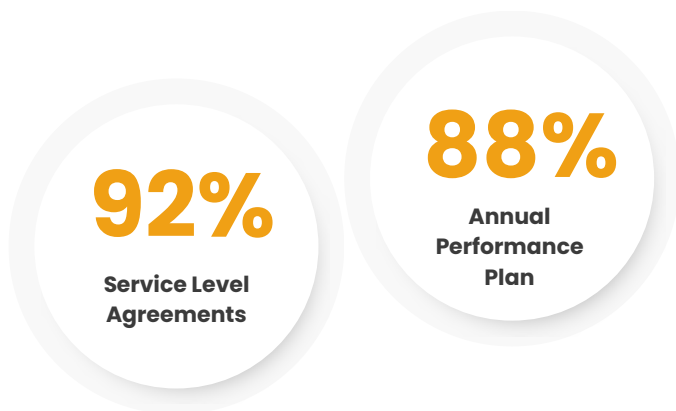
The PSETA AA Chairperson reported that in the 2023/24 financial year, an overall audited performance achievement of 88% was recorded, compared to 87% in the 2022/23 financial year. The accomplishment was a testament to the resilience and expertise of PSETA team, who diligently worked to implement PSETA Strategic Objectives, and the Annual Performance Plan (APP) under the National Skills Development Plan (NSDP) framework.



Mr Thulani Tshefuta
PSETA AA Chairperson

With 23 out of 25 Service Level Agreement (SLA) targets met, PSETA achieved an impressive 92% success rate, positioning PSETA among the leaders in skills development. Additionally, PSETA AA Chairperson was proud to highlight that PSETA achieved sixth consecutive clean audit an achievement that demonstrated unwavering commitment to accountability, financial integrity, and compliance.

The CEO, Ms Bontle Lerumo, would elaborate further in the organisational performance report



Strategic Relationships

PSETA AA indicated that central to PSETA's strategic vision there was an emphasis on collaborative partnerships that enhance PSETA impact across the sector. In the financial year 2023/2024 PSETA expanded its network by formalising partnerships with critical institutions such as:

- Special Investigative Unit
- South African Qualifications Authority
- Provincial and National Bodies
- Technical and Vocational Education and Training (TVET) Colleges and Higher Education Institutions (HEIs)

The above partnerships are the lifeblood of PSETA operations, enabling to bridge gaps and leverage resources in areas where direct delivery was limited.

Financial Performance and Sustainability

The PSETA AA Chairperson indicated that financial position remained stable, with a total budget allocation of R165 million for the year 2023/2024, derived primarily from the National Treasury and other income sources.

PSETA's growth had been constrained by budgetary limitations, which have restricted the full scope of PSETA mandate. In response to that, the PSETA AA initiated a project to develop a sustainable funding model, which will enable PSETA to expand its capabilities and deliver greater value to the public sector over the long term.

Challenges Faced by the Board

The PSETA Accounting Authority faced significant challenges, including staffing limitations and a constrained budget that hindered the entity's ability to meet stakeholder demands fully. With a vacancy rate that was at 26% as of March 2024, the need to bolster PSETA workforce was pressing. PSETA's efforts to address these gaps were underway, with recruitment plans prioritising critical positions to ensure operational continuity and effectiveness.

For the period under review, PSETA have managed to fill and conclude recruitment of the vacant Executive positions by 31 March 2024. Furthermore, the resignation of Accounting Authority members during the review year presented governance challenges; however, at the time of AGM, PSETA had successfully filled the outstanding appointments that were submitted to the department for approval. The PSETA AA Chairperson informed the Annual General Meeting gathering that the term of the PSETA AA was ending on

the 31 March 2025, and the department had issued a directive calling for nomination of the new SETA AA and Chairpersons which will be effective from 01 April 2025 until 31 March 2030.

Appreciation and Acknowledgments

The PSETA AA Chairperson expressed heartfelt gratitude to PSETA stakeholders. The Chairperson was thankful for the partnership and guidance from the Ministries of Higher Education and Training and the Public Service and Administration. Their collaboration has been vital in advancing PSETA projects under the capable leadership of Director-Generals Ms Yoliswa Makhasi and Dr Nkosinathi Sishi.

The PSETA AA Chairperson also extended gratitude to the PSETA Accounting Authority and PSETA dedicated staff, and thanked them for commitment, expertise, and passion.

The PSETA AA Chairperson concluded by saying the PSETA was entering a promising future with renewed vigour and an unwavering commitment to PSETA mission. Together, let us continue to drive change, inspire excellence, and build the foundation for a skilled and ethical public service workforce that supports South Africa's growth and prosperity.

Resolution: The Chairperson's opening remarks were noted in that regard.

AUDITOR GENERAL'S AUDIT OPINION 2023/24

Presentation on the PSETA Auditor General Audit Opinion for the 2023/2024 Financial Year the Chief Financial Officer, Mr Phumudzo Mbulaheni as follows:

The CFO reported that PSETA received a clean audit report (Unqualified opinion with no findings) for the sixth (6th) consecutive time. In terms of the Annual Financial Statements, there were no material misstatements, and the Annual Financial Statements were a fair presentation. The 88% Annual Performance Information was confirmed and there were no issues identified by the Auditor General of South Africa.

Resolution: The presentation on the PSETA Auditor General Audit Opinion 2023/2024 Financial Year was noted.



**SIX
CONSECUTIVE
CLEAN AUDITS**

The PSETA 2023/24 Annual Report

Presentation on the PSETA Annual Report for the 2023/24 Financial Year by the PSETA Chief Executive Officer, Ms Bontle Lerumo was as follows:

The CEO stated her presentation of the Annual Performance Information by acknowledging all the PSETA stakeholder present and absent from the AGM.

The CEO presentation outlined the following: (reference PSETA 2023/24 Annual Report)

a. Vision, Mission and Values of PSETA

b. Annual Performance Plan (APP) Targets 2022/2023

PSETA achieved 88% of its Annual Performance Plan targets, an improvement from the previous year's 87% which represented 1% improvement.

c. Service Level Agreement Targets 2022/2023

A total of 25 annual Service Level Agreement targets were applicable for the 2023/2024 financial year, and 23 targets were achieved, representing a 92% achievement, compared to 96% of the previous financial year 2022/2023, the CEO indicated that this was a regression compared to 2022/2023 financial year period achievement of 96%.



**Ms Bontle Lerumo
PSETA CEO**

Key Performance Highlights that were presented by the CEO:

- i. PSETA supported the national call to fund missing middle and R55.3 million was allocated to various stakeholders (HEIs and TVETs) for bursaries and internships.
- ii. The PSETA Hybrid Research Colloquium was held in June 2023.
- iii. PSETA supported the South African Association of Public Administration and Management (SAAPAM) Conference that was held in September 2023.
- iv. PSETA supported the University of Pretoria Hybridity Governance Conference.
- v. PSETA had partnerships with the University of Pretoria, University of Free State and North-West University.
- vi. PSETA, in collaboration with the Northern Cape Office of the Premier, developed the first Provincial Sector Skills Plan for the province.

vii. Partnership with Gauteng Cooperative Governance and Traditional Affairs (CoGTA) to train learners from the Emfuleni Local Municipality and the Merafong City Municipality.

viii. Rural Youth Partnership with National Youth Development Agency (NYDA), Kwa Zulu Natal (KZN) Social Development trained 50 youth with disabilities on New Venture Creation.

ix. WITS Podcasts provide evidence-based research for developing a competent and capable state.

x. PSETA developed guidelines for Skills Development Providers (SDPs) on the Implementation of Recognition of Prior Learning (RPL).

xi. Completion rates for Technical Vocational Education and Training (TVET) and University of Technology Work-integrated Learning (WIL) programmes was 97% and 88% respectively.

xii. The following Occupational Qualifications were developed:

- OC: Diplomat Learnership
- OC: General Manager Public Service Learnership
- OC: Public Service Administrator Learnership
- OD: Programme and Project Manager

xiii. Skills Programme

- Policy Formulation Facilitator
- Learning material for the OC: General Manager Public Service

Key PSETA Challenges

i. PSETA continued to face challenges of limited budgetary constraints to implement its mandate, as PSETA does not receive levies.

ii. Too many role players in the skills planning ecosystem.

iii. Delays by stakeholders in submitting correct learner documents and delays in closing the gaps identified post validation of learner agreements.

iv. Some workplaces where learners were hosted for internships and WIL were not equipped with the necessary tools of trade to enable learners to gain the relevant workplace experience.

v. The transition from pre-2009 qualifications to the occupational qualifications has created challenges for registration of occupational qualifications and accreditation by Skills Development Providers (SDPs).

vi. PSETA had several vacancies, with the total vacancy rate at 26% as of 31 March 2024.

Resolution: The PSETA 2023/24 Annual Report was approved by stakeholders presenting the meeting.

PSETA Annual Financial Statements: 2023/2024 Financial Year

Presentation on the PSETA Annual Financial Statements for the 2023/24 financial year by the PSETA Chief Financial Officer, Mr Phumudzo Mbulaheni was as follows:



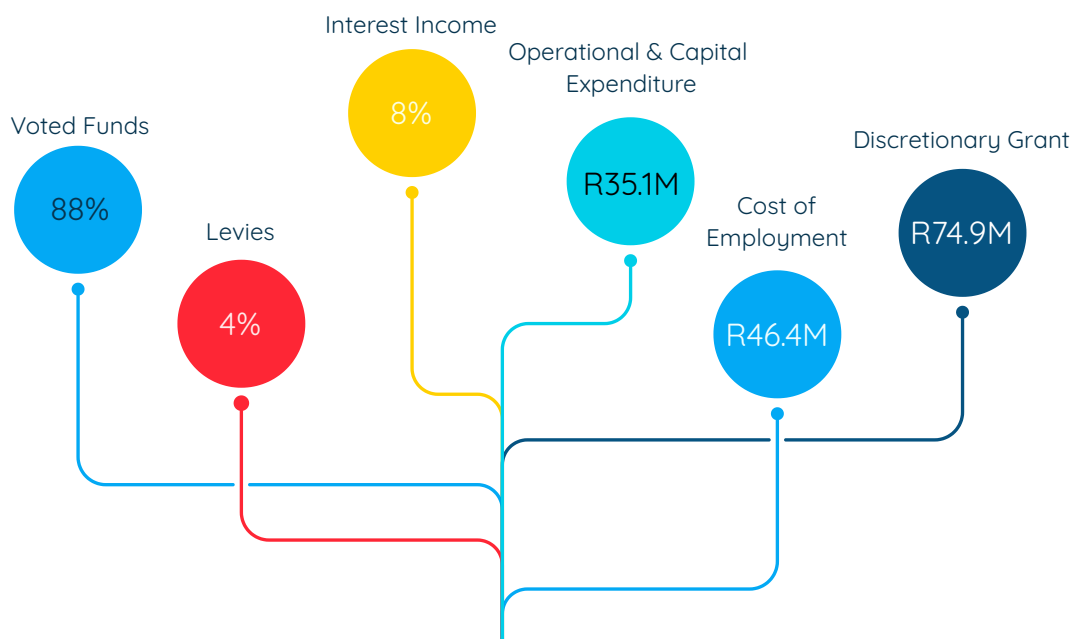
- The Total Revenue in 2023/24 was R138.7 million compared to R136.4million for the 2022/23 financial year.
- Actual Revenue for the year consisted of Voted Funds at 88%, Levies at 4% and Interest Income at 8%.
- Expenditure for 2023/2024 was R154.4 million.

Expenditure Classification for 2023/2024 financial year was as follows:

- Operational and Capital Expenditure was R35.1 million.
- Cost of Employment was R46.4 million.
- Discretionary Grant was R74.9 million.

The Stakeholders congratulated Team PSETA for obtaining an Unqualified audit opinion with no material findings (Clean Audit) for the sixth (6th) consecutive time.

Resolution: The 2023/2024 PSETA Annual Financial Statement was approved by stakeholders present in the meeting.

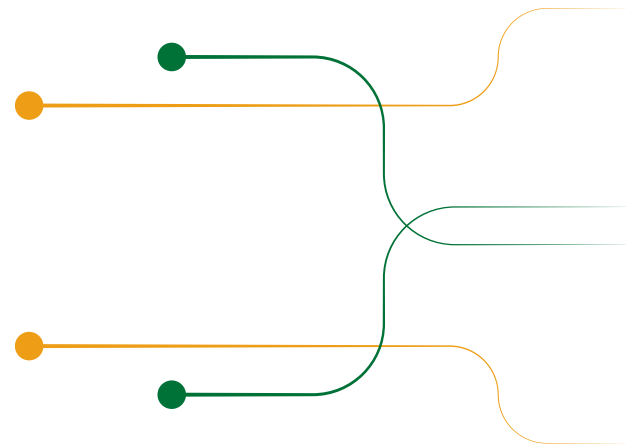


PRESENTATION ON THE PSETA STRATEGIC PLAN FOR 2025/2026

Presentation on the 2025/2026 Strategic Plan by the Chief Operating Officer (COO), Ms. Shivanthini Nagalingam-Potter was as follows:

The 2025/2026 financial year strategic plan was presented and summarised as follows.

The PSETA's Vision is to be the heart of developing a skilled, capable and innovative public sector workforce. The COO indicated that in terms of PSETA strategic outcomes and priority actions, as with all government entities, PSETA has a five (5) year strategic plan and was in the fifth (5th) year of implementation and was the final year of the implementation.



Sector Skills Priority Actions

- Professionalization of the Public Service Sector – The outcome was to make Government as an employer of choice, especially for youth.
- Public-Private Partnerships – The outcome was increased funding and resources for critical service areas.
- Digital Technology and Digitisation – The outcome was improved digital literacy in government, increased technology adoption in Government.
- e-Government and Digitilisation –The outcome was improved service delivery and participation of citizens in Government matters.
- Climate Change and Environmental Sustainability – The outcome was improved understanding of role of government departments in Climate Change Response.

Strategic Outcomes and Priority Actions

- Increased research and impact assessment of programmes – Improved credible research for skills planning.
- Strengthen capacity of public institutions and provision of occupational qualifications - Quality learning interventions in the Public Service Sector.
- Building a competent and capable institution for Planning, Facilitation, Monitoring and Evaluation of Skills Provisioning in the sector – Enhanced PSETA capabilities to deliver its strategy.
- Implement workplace-based learning programmes in building the workplace into a training space – Increased pool of skills into and within the Public Service Sector.

Resolution: The PSETA 2025/2026 Strategic Plan was noted and recommended by the stakeholders present in the meeting for submission to DHET.



PSETA ANNUAL PERFORMANCE PLAN 2025/2026

The PSETA COO, Ms Shivanthini Nagalingam-Potter, presented the PSETA Annual Performance Plan (APP) for the 2025/2026 financial year. The APP was presented and summarised as follows:

2024-25 Focus Areas

Research and Skills Planning

- Sector Skills Plan – 2024/2025 is the last year of the implementation. The next Sector Skills Plan will be for a five (5) year period and a significant amount of time will be invested in the production of the 5-year Sector Skills Plan.
- Provincial Sector Skills Plan – For the first time PSETA implemented a Provincial Sector Skills Plan and it was done with the Northern Cape Province and the plan was to extend it to the other eight (8) provinces for the 2024/2025 financial year.
- Tracer and impact assessment studies – PSETA track and trace learners to know where they are and what has become of them after they have completed programs funded by the organization and this was a continuous exercise.
- Assessment of Skills Performance – PSETA conducted assessment of the skills programs, and this process will assist in the checking of how skills programs are working in the sector.

- Just Energy Transition – PSETA will be conducting some research work on the just energy transition, focusing on the state capability.
- Recognition of Prior Learning (RPL) Implementation support – PSETA allocated funding for the RPL implementation and has been doing that for some time as this assists the sector.

Learning Programmes

The historical registered qualifications will come to an end in 2024. The Skills Programmes that PSETA will offer going forward will be focused based Skills Programmes the aspects of programme and project management has been building to PSETA plans for development of Skills Programmes. PSETA will partner with Special Investigative Unit (SIU) to implement skills programme in anti-corruption, education and prevention this is planned to be implemented in 2024/2025.

The RPL will focus on public administration targeting public servants that do not have the required formal qualification. The PSETA bursaries and internships are aligned to the priority of occupations and skills and has been identifies in the Sector Skills Plan.

Work Integrated Learning will continue to focus on Technical and Vocational Education and Training and Universities of Technologies that require experiential learning.

Quality Assurance

To date PSETA has registered ten (10) occupational qualifications. In addition, for 2024/2025 financial year PSETA will develop learning materials so that Skills Development Providers (SDPs) that are doing the implementation will be able to be assisted by PSETA. PSETA will continue to assist Skills Training Provider to get accreditation.

Special Projects and Partnerships

In terms of special projects and partnerships, PSETA will continue with the digital skills interventions. There was clearly a need as it will focus at the employed as well as the unemployed, and the worker-initiated training, workingwith trade unions and bargaining councils. Finally, smallbusiness support was targeted more at Skills Development Providers in terms of how PSETA can support them to be able to be active in the post school, education, and training system.

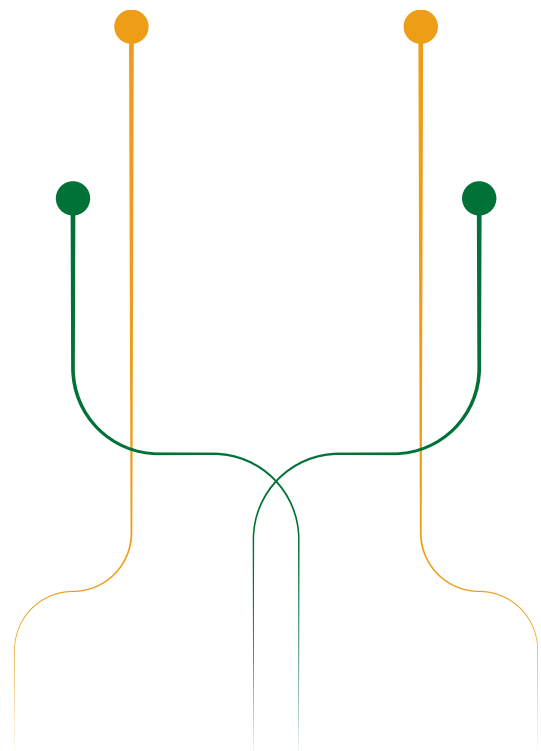


Keynote Address by Professor Kgothatso Shai

During the AGM, there was a Keynote Address which was delivered by Professor Kgothatso Shai who is Professor and Head of the Department of Cultural & Political Studies at the University of Limpopo in South Africa. He is a National Research Foundation (NRF) rated researcher. He is the President of the South African Association of Political Studies (SAAPS). Prof Kgothatso Shai is also the President of the South African Association of Public Administration and Management (SAAPAM).

The Keynote Address of Professor Kgothatso Shai touched on the following:

- Prof Shai indicated that in the recent past South African Association of Public Administration and Management (SAAPAM), Public Service Sector Education and Training Authority (PSETA) and Department of Planning, Monitoring and Evaluation (DPME) entered into a Memorandum of Understanding (MOU), and the signed memorandum of understanding spoke to the shared values in terms of building the next generation of public service administrators which is ethical, competent and above all administrators that are well qualified.
- Academics have offered themselves to work with government departments and PSETA so that individually and collectively make a little contribution in terms of assisting the public sector which appears to be in crisis.
- Following the signing of memorandum of understanding between PSETA and SAAPAM and other government institutions there has been an aggressive intervention of supporting post-graduate students with work experiential learning.
- The South African Government was spending a lot of money in the Universities but there was a strong view that the government was not doing enough to hold the Universities accountable.
- Within the knowledge industry in South Africa there was a foreign tendency wherein academics/researchers criticise government.



Vote of Thanks

A heartfelt vote of thanks was issued by Mr Nelson Maesela (PSETA AA Member) on behalf of the PSETA. On behalf of the Chairperson and the entire Accounting Authority, Mr Maesela extended a hearty vote of thanks to the esteemed stakeholders, who, despite their busy schedule, had found time to grace this AGM.

Mr Maesela also thanked the PSETA Management and Staff who really make things happen in terms of the organisation performance and consecutive clean audits.

CLOSURE

The PSETA AGM was officially closed by the PSETA AA Chairperson.

APPROVAL OF MINUTES

Mr REUBEN MALEKA _____

DATE: _____

ON BEHALF OF THE PSETA ACCOUNTING AUTHORITY



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