



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Elangeni
Technical and Vocational
Education and Training
College

An ISO 9001 and ISO 45001 certified organisation

ELANGENI TVET COLLEGE

PARTNERSHIP COMMITTEE CHARTER

AMENDMENT AND APPROVAL RECORD

| Amendment No. | Amendment description | Originator | Reviewed by | Approved By | Date |
|----------------------|---|-------------------|--------------------|--------------------|-------------|
| 1 | Remove old logo Remove par 4.1 & 4.2 | | | | May 2022 |

| TABLE OF CONTENTS | | PAGE |
|--------------------------|---|-------------|
| 1. | Legislative framework and best practices | 4 |
| 2. | Purpose | 4 |
| 3. | Definitions, acronyms and abbreviations | 4 |
| 4. | Reporting lines | 5 |
| 5. | Composition | 5 |
| 6. | Secretary of the Partnership Committee | 5 |
| 7. | Meeting procedures | 6 |
| 8. | Functions | 6 |
| 9. | Resources | 7 |
| 10. | Change of mandate | 7 |
| 11. | Remuneration | 7 |
| 12. | Adoption of Charter | 7 |
| 13. | Availability of Charter | 7 |
| 14. | Review of Charter | 7 |

1. Legislative framework and best practices

Key principles contained in the following legislation and best practices were applied to develop this charter:

- a) The South African Constitution Act No. 108 of 1996;
- b) Continuing Education and Training Colleges Act No. 16 of 2006, as amended;
- c) Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999) (PFMA);
- d) National Treasury Regulations of March 2005;
- e) The Basic Conditions of Employment Act No. 75 of 1997;
- f) The Employment Equity Act No.55 of 1998;
- g) The General and Further Education and Training Quality Assurance Act No. 58 of 2001;
- h) The Labour Relations Act No. 66 of 1995;
- i) Employment of Educators Act No. 76 of 1998; and
- j) The Skills Development Act No. 97 of 1998.

2. Purpose

- 2.1 The standard College statute requires Council to establish a Partnership Committee. The purpose of this Charter is to establish the terms of reference of Partnership Committee
- 2.2 The primary purpose of Partnership Committee is to develop the partnerships that are strategic for the college success and for Council consideration.

3. Definitions, acronyms and abbreviations

For the purpose of this Charter, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1 **“Accounting Officer”**- is the Principal of the College.
- 3.2 **“Act”** – is the CET Colleges Act No. 16 of 2006, as amended.
- 3.3 **“College”** – is a Public TVET College (Formerly known as an FET College).
- 3.4 **“Council”**- is the Council of the College established in terms of the Act.
- 3.5 **“Days”** - shall be construed as calendar days unless qualified by the word "business", in which instance a "business day" will be any day other than a Saturday, Sunday or public holiday as gazetted by the government of the Republic of South Africa from time to time.

- 3.6 **“Department”**; **“DHET”** – is the Department of Higher Education and Training.
- 3.7 **“Management”** – are collectively the College Principal and Vice Principals.
- 3.8 **“Exco”** – is the Executive Committee of the College.
- 3.9 **“TVET”** – is Technical and Vocational Education and Training.
- 3.10 **“VCET”** – is Continuing and Vocational Education and Training.

4. Composition

- 4.1 The members of the College Council will elect the members of the Partnership Committee
- 4.2 At least 50 per cent of the members of Partnership Committee must be external persons who are members of the Council, besides the Accounting Officer and the Deputy Principal: Finance.
- 4.3 The term of office of Partnership Committee shall coincide with the Council term.
- 4.4 Members of Partnership Committee shall be notified in writing of their appointment by the Chairperson of the Council and their terms of reference shall be included in their letters of appointment.

5. Secretary of the Partnership Committee

- 5.1 The Council secretary will serve as the secretary of the partnership committee

6. Meeting Procedures

- 6.1 Partnership Committee shall meet as often as it needs to but have a minimum of 4 meetings a year.
- 6.2 A quorum of 50%+1 members is necessary for Partnership Committee meeting to be properly constituted and proceed, provided that at least two external members of the Council are present.
- 6.3 A Partnership committee member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from Partnership Committee.

- 6.4 Members shall be advised of the meeting date at least fourteen (14) days prior to the meeting.
- 6.5 An agenda and meeting report pack for Partnership Committee shall be circulated to all members at least seven (7) business days before the meeting. Minutes of the previous meetings shall be included with the Partnership Committee
- 6.6 All Partnership Committee recommendations shall be presented to Council for ratification.

7. Functions

Partnership Committee is assigned the following functions:

- 7.1 Source public and private partnership for the mutual benefit of the college
- 7.2 Maintain and strengthen relationship with the existing partnership
- 7.3 Oversees and reviews the planning, organization and review of the College's partnership plan.
- 7.4 The monitoring of the implementation of the College's strategic Partners, MOU's, SLA's
- 7.5 Monitor the College's organizational structuring within the objectives of the College's strategic plan.
- 7.6 Act as liaison between Council and management on the implementation of various partnership agreement
- 7.7 Monitor management's allocation of the College's resources in line with the objectives of its strategic plan.
- 7.8 Review the required resources per the Annual Performance Plans.
- 7.9 Recommend to Council the approval of the College's partnership agreements

8. Resources

The College should make available resources, as necessary, for Partnership Committee to fulfill its mandate without prejudice and within the confines of the College statute.

9. Change of mandate

Partnership Committee may not change this Charter nor act *ultra vires* to the mandate it is given without the prior approval of the College Council.

10. Remuneration

Partnership Committee members not holding executive office in the College or not employed in the public service shall be remunerated for their services on the committee, based on DHET guidelines.

11. Adoption of Charter

This Charter is effective from the date on which it is adopted by the Council.

12. Availability of Charter

A copy of this Charter should be available on the College website.

13. Review of Charter

The Organization will review the policy in response to circumstances and contextual changes as informed by legislative and DHET directives.



Ms T.J. Aryetey
Accounting Officer
Date: 2022-06-30



Mr M.W. Mpondi
College Council Chairperson
Date : 2022-06-30