

TO : **ALL TRAINING SECURITY SERVICE PROVIDERS**
FROM : **MPHO MOFIKOE**
DEPUTY DIRECTOR : COMMUNICATION, EVENTS
REGISTRATION AND TRAINING
DATE : **17 DECEMBER 2013**

RE: REMINDER: COURSE REPORTS

Following on from our previous Industry Circular dated 13 January 2013, it has been two years since the introduction of a R50.00 fee for the processing of course reports. The Authority wishes to thank training centres for their co-operation in complying with this requirement.

In order to ensure continued and timeous capturing of course reports submitted, you are hereby reminded to ensure that you comply with the following when submitting original course reports to the Authority :

- The R50.00 fee per course report must be paid by the training provider and no learner / student must pay this amount to the Authority;
- A fee of R50.00 is charged **per** course report submitted;
- A fee of R50.00 is charged if and when a duplication and / or re-submission was received in respect of course reports for the same student, from the same instructor / training provider and / or with the same course period as a result, the onus is on the training centre to ensure that there is no duplication of course reports as the Authority only accepts original course reports;
- If the Authority receives course reports where the course date / course period are older than 30 days and where the course reports were not received within

14 days from the date of completion of the examination, the Authority may return such course reports not submitted within the required time period. You are reminded that failure to submit course reports is still a contravention of the Code of Conduct; and

- Annual fees and other fees of training centres, as well as any fees of other branches of the business, must be settled in full before any course reports can be processed.

Please note that if the above requirements are not met, the course reports will not be captured by the Authority and will be returned to the respective security training providers.

We trust that the above information will be of assistance to you.

Yours faithfully



MPHO MOFIKOE
Deputy Director: Communication, CRM and Training