



# PSIRA

Private Security Industry Regulatory Authority

**To: All Security Training Providers**

**From: Philani Mthethwa Deputy Director: Law Enforcement**

**Date: 28 March 2011**

**Re: Processing of Course Reports**

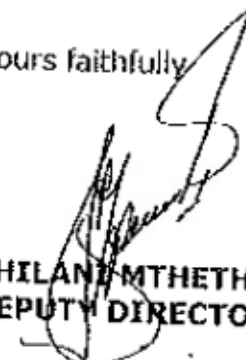
- Annual and other fees of the training provider as well as any other branch of the business must be paid up to date before any course reports will be processed.

Other general shortcomings that prevents course reports being captured includes, *inter alia*, the following :

- Course reports not completed correctly by the training provider;
- Course reports not signed by the instructor / manager;
- Course report confirmation letter (covering letter) not correctly completed;
- Copies of reports are submitted instead of the originals;
- No copies of ID's of the students are submitted;
- Course reports covering letter indicates a total but not all reports attached with the covering letter;
- Same instructor presented more than one course during the same course period or exceeded class room capacity;
- Instructor not accredited for the specific course presented;
- Instructor not registered due to pending code of conduct charge; and
- Instructor is not linked to the training provider.

With reference to the foregoing, it will be appreciated if all the foregoing matters could be attended to in order to ensure that there are no delays in the capturing of reports.

Yours faithfully



**PHILANI MTHETHWA**  
**DEPUTY DIRECTOR: LAW ENFORCEMENT**

It has been almost two months since the introduction of a R50-00 fee for the processing of course reports and the Authority wish to thank training centres for their co-operation in complying with this new requirement.

In order to ensure continued and timeous capturing of course reports submitted, please ensure that you comply with the following when submitting 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 directly;
- All payments for course reports must clearly indicate that it relates to payment for course reports. The prescribed requisition forms (SIRA 44 A & 44 B) must be completed and forwarded to the Authority with proof of payment;
- Where possible, the course reports must be handed in at our branch offices who in turn will forward same to our Head Office in Pretoria once they have verified that all is in order;
- Course reports must not be submitted together with the application for registration form as this is dealt with by different departments; and

