



# PSiRA

Private Security Industry Regulatory Authority

**To: All Security Service Providers**

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

**Date: 24 May 2013**

**Re: Submission of Course Reports**

Following on from our previous Industry Circular (17/09/2012) it is our experience that some training providers forward course reports where the course date / course period are prior to 2013.

In view of the above you are requested to ensure that student course reports are submitted / forwarded to your nearest PSIRA regional office / branch or where there is no regional office / branch, to our head office within 14 days after completion of the examination.

If the Authority receives course reports where the course date / course period are older than 30 days and when the course reports were not received within 14 days from the date of completion of the examination, the Authority may return course reports not submitted within the required time period.

Above all, failure to submit course reports is still a contravention of the Code of Conduct.

Trust that you will find this in order and rely on your co-operation in this matter.

Yours faithfully

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