



INDUSTRY CIRCULAR

TO : TRAINING SECURITY SERVICE PROVIDERS

FROM : OUPA MAMABOLO

DATE : 11 SEPTEMBER 2019

SUBJECT : ADMINISTRATION OF COURSE REPORTS

1. The Authority has in terms of Section 4(k) of the PSiR Act 56 of 2001, which prescribes that it should 'take such steps as may be expedient or necessary in connection with the training of security service providers and prospective security service providers to ensure a high quality of training' decided to implement the following immediate decisions:

- 1.1. It is expedient to immediately decentralise the processing of course reports which will now be done at PSiRA branches nationwide with effect from 23 September 2019.
- 1.2. This decision aims at increasing effectiveness and efficiency in the administration of course reports in order to:
 - Clear current backlog; and to
 - Improve on turnaround times in capturing course reports from seven (7) working days to five (5) working days from the date of receipts.

1.3. Training service providers/centres should ensure that submission of course reports to the Authority is done within five working (5) days' after learners have completed training.

2. The Authority will develop a simplified form which would reduce paperwork being sent to Head Office for processing of course reports. Subsequent to this Circular, the Authority will advise further.

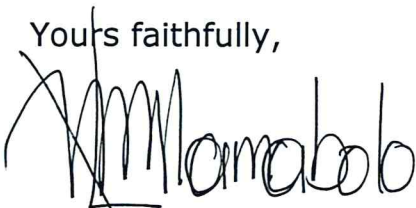
Notably, the basis for this process review aims to obtain seamless processes and the introduction of integrated learner records management information system to improve on training record keeping document management before, during and post training and reporting of learner's results.

This would be convenient for training service providers because the Authority shall consider the improved manual submission and electronical reporting of course reports.

We apologise for any unintended inconvenience your training centre might have incurred in the past as a result of delays in processing your course reports.

For any further enquiries, please contact Ms Anna Tsele (Training Manager) on 072 469 9322 or by e-mail Anna.Tsele@psira.co.za.

Yours faithfully,



OUPA MAMABOLO

ACTING DEPUTY DIRECTOR: COMMUNICATIONS & TRAINING