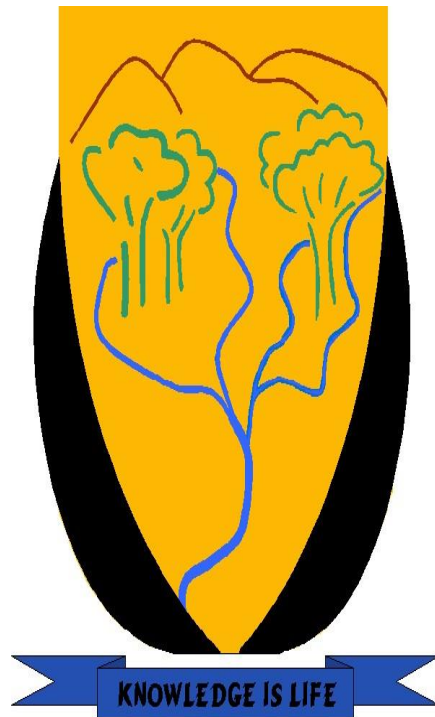


# ***LETABA TVET COLLEGE***



## **PARTNERSHIP POLICY**

**AMENDMENT AND APPROVAL RECORD**

Amendment No.	Amendment description	Originator	Approved By	Date

<p><b>Name of TVETC: Letaba</b></p>		
<p><b>Partnership Policy</b></p>		
<p><b>Department: Corporate Services</b> <b>Responsibility : Accounting Officer</b></p>		
<p>_____</p> <p><b>Prepared and submitted by the Accounting Officer to Council</b></p> <p><b>Date:</b> _____</p>	<p>_____</p> <p><b>Adopted by Council (Signed by Chairperson obo Council)</b></p> <p><b>Date:</b> _____</p>	<p><b>Implementation Date:</b></p>

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## **1. LEGISLATIVE FRAMEWORK**

Key principles obtained in the following legislation were applied to develop this policy:

- 1.1. CET Colleges ACT NO.16 of 2006, as amended
- 1.2. Public Finance Management Act,1999 (Act No 1 of 1999 as amended by Act 29 of 1999) (PFMA)
- 1.3. Delegated Authority Framework Finance and Governance
- 1.4. Financial Reporting Policy

## **2. PURPOSE**

The College has an increasingly wide and diverse group of people, organisations and partners from grass-roots communities to governments and the private sector with whom it needs to work to achieve its objective of educating “employable citizens”. The purpose of the policy is to:

- 2.1. Promote transparency and provide a framework to identify and enter into and regulate the strategic partnerships between the College and its partners;
- 2.2. Define the roles and responsibilities of the different College departments where partnerships are concerned;
- 2.3. Define the terms and conditions which should be included in the partnership agreements; and
- 2.4. Provide guidance for the termination of the partnership agreements.

## **3. DEFINITIONS, ACRONYMS AND ABBREVIATIONS**

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

- 3.1. “Accounting Officer” – is the College Principal.
- 3.2. “College” – is a public TVET College
- 3.3. “DHET” – is the Department of Higher Education and Training.
- 3.4. “Minister” – is the Minister of Higher Education and Training

- 3.5. “Partners” – can be any individual or organization that is directly or indirectly involved with the education and training that the College provides and works with it toward achieving its strategic objectives.
- 3.6. “TVET” – is Technical and Vocational Education and Training

#### **4. SCOPE**

This policy is issued under the authority of the Accounting Officer of the College and applies to all partnership agreements that are signed by the policy. It should also be read in conjunction with Delegation of Authority Framework Finance and Governance and the Financial Policy Manual of the College.

#### **5. ROLES AND RESPONSIBILITIES**

##### **5.1. Partnership unit**

The role of the partnership unit (in conjunction with other stakeholders such as Academic department) is to identify the partners with whom strategic partnerships can be entered into.

The procedures to be followed in this regard are:

- 5.1.1. Hold information exchange sessions with potential partners and establish the following:
  - 5.1.1.1. Financial viability of partnership with prospective partners and the cost thereof (in consultation with the Deputy Principal Finance of the College);
  - 5.1.1.2. Establish accreditation statuses of the potential partners as well as credentials and credibility;
  - 5.1.1.3. Identify the potential risks involved and how they will be mitigated;
  - 5.1.1.4. Determine the terms and conditions of the partnership (in consultation with the Deputy Principals Finance and Academic Services);
  - 5.1.1.5. Determine the duration of the partnership agreement;
  - 5.1.1.6. Determine the grounds for terminating the agreement;

- 5.1.1.7. Compile a draft partnership agreement with the agreed milestones and clear, measurable deliverables and frequency of assessments;
- 5.1.1.8. Identify(in consultation with finance and Human Resource unit) and establish the administrative staff required and the capacity within the College to monitor and control the project
- 5.1.1.9. Identify and provide the necessary training and support to staff for the project management;
- 5.1.1.10. Register learners on a data capturing system; and
- 5.1.1.11. Prepare the draft agreement for review and sign off by the College Principals

## **5.2. Finance Department**

- 5.2.1. The role of the Finance department is to ensure that all the financial aspects of the partnership agreement are effectively managed to ensure its benefit to the College and its sustainability. The procedures that should be followed are as follows:
  - 5.2.1.1 Maintain the financial records of the projects that involve partners
- 5.2.2. Report to the Partnership and Academic units the financial statuses of the projects on a monthly basis.
- 5.2.3. Highlight any sustainability concerns from a from a financial perspective.

## **6. TERMS AND CONDITIONS TO BE INCLUDED IN PARTNERSHIP AGREEMENTS**

The partnership agreement should clearly state the following information:

- 6.1.1. The reason for entering into partnership and the strategic objectives to be met by entering into the agreement;
- 6.1.2. The parties to the agreement;
- 6.1.3. The full names and positions of the officials who have been authorized to sign on behalf of each of the parties;
- 6.1.4. The roles and responsibilities of each of the parties to the partnership agreement;
- 6.1.5. Contributions to be made by each party and the nature thereof;

- 6.1.6. Clearly defined progress milestones;
- 6.1.7. The mechanism to be used to monitor and measure progress; and
- 6.1.8. Terms of the termination of the agreement

## **7. GUIDANCE FOR THE TERMINATION OF PARTNERSHIP AGREEMENTS**

All terminations of the partnership agreements should be in writing and signed by all the stakeholders with the date and place of signature of the agreement.

A partnership agreement may be terminated on the following grounds:

- 7.1.1. At the end of the partnership term;
- 7.1.2. If the College's reputation is brought into disrepute of the partnership;
- 7.1.3. By mutual consent of the partners (for example if the socio-economic change to such an extent that the partnership is no longer viable or sustainable)
- 7.1.4. If terms of the partnership are violated by one or other of the partners;  
and
- 7.1.5. When the College is requested by the Minister.

## **8. ADOPTION OF POLICY**

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

## **9. AVAILABILITY OF PARTNERSHIP POLICY**

A copy of this policy and other relevant documentation should be made available on the College website

## **10. REVIEW OF POLICY**

This policy will be reviewed after every three years or when the need arise