



## NOMINEE FORM FOR GOVERNANCE MEMBERSHIP

**What is it used for?** The template must be utilized for applications for TVET College Council membership in terms of Section 10(6) of Continuing Education and Training Act no.16 of 2006 (as amended)

**Where must it be sent?** This must be submitted to the College Governance Office.

1. The Protection of Personal Information Act came into effect on 1 July 2021. We at False Bay TVET College consider the protection of your personal information to be of utmost importance and therefore need your consent to store and process your personal information.
2. All Personal Information that we collect on this form (soft/hard copy) will be processed and held in accordance with the provisions of the Protection of Personal Information Act, your rights thereunder as well as our Protection of Personal Information Policy. You may request a copy of our Protection of Personal Information Policy from the College Information Officer.
3. By not providing us with the Personal Information as requested on this form, we will not be able to process your application.
4. For complete details of our collection, processing, storage, and retention of Personal Information including, but not limited to, the purpose(s) for which personal information is used, the legal basis or bases for using it, details of your rights and how to exercise them, and Personal Information sharing, where applicable, please refer to our Privacy Notice available from our website.
5. For the purposes of this form, your Personal Information as required above/below shall be used for the following purposes of processing of the application which includes evaluating the eligibility and suitability, as well as verification of your academic and criminal history.
6. Your Personal Information may be shared with third parties as required for the purposes of fulfilment of this application.
7. Your Personal Information may be transferred to another country for the purpose of storage on a Cloud Based Storage Facility where the physical storage medium is situated in another country. In this regard we will only make use of service providers, located in countries that offer adequate protection for Personal Information processed in that country. This may be achieved in terms of relevant legislation, a Service Agreement or similar undertaking, in terms of which the service provider offers adequate protection for Personal Information under its control. Please refer to our Protection of Personal Information Policy for further information about the Personal Information protection safeguard/s used by us when transferring your Personal Information to another country.

Where it is transferred to another country, your Personal Information will be protected in that country under relevant data protection legislation/ur internal policies/a binding agreement that offers adequate protection.




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8. By signing this form, you agree to us processing your Personal Information as explained above.

Kindly sign and return this document to Beverley Clayton at [Beverley.clayton@falsebay.org.za](mailto:Beverley.clayton@falsebay.org.za) .

Should you have any questions pertaining to this document, please contact the Governance Office at the above email address.

Your cooperation in this regard is appreciated.

.....

Signature

.....

Date



## NOMINEE FORM FOR GOVERNANCE MEMBERSHIP

### Part A

1.	Name of person			
2.	Surname of person			
3.	ID number			
4.	Address			
5.	Telephone number			
6.	Cell number			
7.	Email address			
8.	Gender		Race	
9.	Date of birth			
10.	Membership of organisations (professional bodies, organised business, Organised labour, etc)			
11.	Reason for applying			

12.	Current work experience			



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13.	Previous appointments to a TVET College Council			
Name of College (1)				
From		To		Duration
Name of College (2)				
From		To		Duration
Name of College (3)				
From		To		Duration

14.	Informal experience
15.	Qualifications (pls attach certified copies of your qualification)



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16 References		
Contact	Organisation	Contact email

### 17. CRIMINAL RECORD

Please indicate if you have a criminal record which relates to any act of dishonesty in financial or related dealings: Yes No.

If yes, state the nature of the record:

### 18. DECLARATION

I, ....., HEREBY DECLARE THAT ALL THE INFORMATION, AS LISTED IN MY CV, IS TRUE AND CORRECT AND THAT I AM WILLING TO SERVE FOR A PERIOD OF 5 YEARS IF I AM APPOINTED. I ACCEPT THAT SHOULD THIS APPLICATION PROVE TO CONTAIN FALSE INFORMATION, THE APPLICATION WILL BE REJECTED AND OR ANY APPOINTMENT ARISING FROM IT, WILL BE TERMINATED.

.....

.....

Signature

Date



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### 19. Details to be considered in motivating your application for a position on a TVET College

#### Council for a period of 5 years.

- Knowledge of technical and vocational education and training and the role TVET Colleges within the overall post school sector as envisaged by the Green Paper on Post School Education in South Africa
- Experience in strategic planning and decision making
- Understanding the linkages between the world of work and the post schooling sector in order to give relevant strategic advice and/or is able to synthesise relevant strategic issues
- Understanding the importance of the Programme Qualification Mix (PQM) and how the right PQM can support employability;
- Experience in governance structures of public TVET Institutions and/or private enterprises;
- Analytical competencies (be able to analyse socio-economic developments and translate those into relevant information for strategic decision-making)
- Knowledge of technical and vocational education and training and the role TVET Colleges within the overall post school sector as envisaged by the Green Paper on Post School Education in South Africa
- Experience in strategic planning and decision making
- Understanding the linkages between the world of work and the post schooling sector in order to give relevant strategic advice and/or is able to synthesise relevant strategic issues
- Understanding the importance of the Programme Qualification Mix (PQM) and how the right PQM can support employability;
- Experience in governance structures of public TVET Institutions and/or private enterprises;
- Analytical competencies (be able to analyse socio-economic developments and translate those into relevant information for strategic decision-making)

#### Competencies:

- Co-operation skills, ability to network;
- Ability to prioritise
- Ability to think holistically;
- Ability to work in a team and mentor and guide others;
- Ability to support conflict resolution;
- Self-management;
- Positive attitude to change.



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### PART B

#### 20. Declaration of interest

To give effect to the application to serve as a Council Member for False Bay College, the following questionnaire must be completed and submitted with the application.

20.1	Are you or any person connected to you, employed by DHET or False Bay TVET College? If yes, please state particulars	Yes	No
20.2	Do you have any relationship (family, friend, other) with a person employed by DHET or False Bay TVET College and who may be involved in any business activities with the above-mentioned entities? If yes, please state particulars	Yes	No
20.3	Are you aware of any relationship (family, friend, other) with a person employed by DHET or False Bay TVET College and who may be involved in any business activities with the above-mentioned entities? If yes, please state particulars	Yes	No



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### Part C

#### 21. DECLARATION

I, THE UNDERSIGNED (NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1.1 TO 2.3.1 ABOVE IS CORRECT. I ACCEPT THAT SHOULD THIS DECLARATION PROVE TO CONTAIN FALSE INFORMATION, THAT THE APPLICATION WILL BE REJECTED AND OR ANY APPOINTMENT ARISING FROM IT WILL BE TERMINATED.

.....

Signature

.....

Date