higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NOMINATION AND APPLICATION FORM FOR SUITABLE CANDIDATES FOR APPOINTMENT TO THE COUNCILS OF PUBLIC TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

This form is to ensure that prospective Ministerial appointees on the council comply with the legislative requirements outlined in the Continuing Education and Training Act, Act No 16 of 2006 (CET Act), as amended and college statutes. Information obtained through this form is to ensure compliance with institutional statutes to advise the Minister on council appointments. The information will be kept strictly confidential.

This form comprises four sections.

Section 1: Nominator's Template.
Section 2: Nominee or Applicant's Information.
Section 3: Council Membership Eligibility.
Section 4: Consent and Declarations.

Please complete all sections (including signing and dating the consent and declarations in Section 4)

SECTION 1. NOMINATOR TEMPLATE

FORM 1: NOMINATOR'S FORM FOR COUNCIL MEMBERSHIP NOMINATION

In terms of Section 10(4)(B) of the Continuing Education and Training Act

Name of College: _____

SECTION A: NOMINATOR'S PERSONAL DETAILS

Question	Response
Full name and surname	
Title (e.g., Mr, Mrs, Ms, Prof., Dr., Adv.)	
Organisation/Institution	
Capacity/Position held	
Street address & number	
Suburb	
Town/City	
Postal code	
Province	
Mobile phone number	
Work telephone number	
Primary email address	

SECTION B: REASONS FOR NOMINATION

Question	Response
1. How do you know the nominee?	
2. What specific expertise, skills, or experience does the nominee bring to the TVET college council?	
3. Please provide a brief profile of the nominee's relevant background, career, and notable achievements.	
4. Ethics and integrity question: Describe any instances or evidence you are aware of that demonstrate the nominee's commitment to ethical conduct, transparency, and accountability. Also, please disclose any known conflicts of interest, disciplinary matters, or legal proceedings involving the nominee that may affect their suitability for a council position.	
5. Why do you believe this person will be a valuable addition to this specific TVET college council?	
6. Additional comments or supporting information (optional)	

SECTION C: NOMINATOR'S DECLARATION

Declaration	Yes to Confirm
I confirm that I have the authority to make this nomination.	
I have discussed this nomination with the nominee, and they are willing to serve if appointed.	
I declare that the information provided above is true and correct to the best of my knowledge.	
I understand that this nomination does not guarantee appointment, and the final decision rests with the relevant appointing authority.	

Nominator's Signature:

Date:

SECTION 2. NOMINEE INFORMATION TEMPLATE

Name of college the nomination is being made

Title (tick relevant)	**Mr Mrs Ms. Prof. Dr. Adv.**		
Surname			
Name(s)			
Street Address & No:		**Mobile Phone**	
Suburb		**Work Telephone**	
Town/city		**Home Telephone**	
Code		**Primary Email**	
Province		**Secondary Email**	
Date of Birth			
Gender			
Race			
Disability	**Yes**	**No**	
Profession			
Highest Academic Qualification			
Are you a south African citizen		**Yes**	**No**
If not please state citizenship			
Have you ever served as a council member in a college(s) council before? Name of college(s).			
If yes, please state the name (s) of and the college (s) and the period (s) of appointment			

Section 3: Council Membership Eligibility

The CET Act and college statutes contain grounds which disqualify persons from council membership. Please answer the following questions to determine whether you are eligible for appointment to serve in a council of a public.

Have you been disqualified to act as a director in terms of the legislation regulating the governance of companies or removed from an office of trust by a court of law or similar tribunal or forum?
Yes / No
Have you ever been convicted of an offence for which the sentence was imprisonment without the option of a fine?
Yes / No
Have you ever been declared insolvent by a court of law?
Yes / No
Have you ever been declared unfit to attend to personal affairs by a court of law?
Yes / No
Have you in the past been involved in activities that could call into question your reputation?
Yes / No
Are you a Member of Parliament or Legislature?
Yes / No
Are there any real, perceived or potential conflicts of interest between your circumstances and any? matters relating to any public? If yes, please specify the institution
Yes / No
Please also list any currently held board or council membership/directorship/trusteeship of any company, organization or trust. Include dates of commencement; if none held, please write, None
Are you currently serving as a council member in a TVET College for more than one consecutive term?
Yes / No
Have you, in terms of your current work and/or other commitments, the capacity to diligently discharge your duties to Council?

Yes / No
List any matters of which the Minister should be aware in considering your suitability for appointment.

Section 4: Consent and Declarations

I, (**please type your full name**), hereby declare that:

a) I give consent to the Department that my name be recommended to the Minister of Higher Education and Training for consideration and appointment to a council of a public college.

b) I disclosed all my interests in matters relating to any public.

c) The information provided in this form is accurate.

d) I acknowledge that the information provided on this form will be used by the Department for the purpose of confirming my eligibility to serve as a council member.

e) I acknowledge that the copies of the Identity Document, qualification and training certificates are certified copies.

f) I note that all information I provide will be held securely and kept confidential, except as may be required to be disclosed by law.

Signed: ..... Date: .....

Disclaimers

- Acknowledgement of the nomination does not mean acceptance as a candidate or appointment.
- The Minister reserves the right not to select any nominee as a candidate.
- Correspondence will be limited to short-listed candidates only.