



**SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE**
EDUCATION OF DISTINCTION

Quality Management System



Employability Committee Charter

**This Employability Committee Charter has
been issued on the authority of the Principal of
South West Gauteng TVET College**

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AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Reviewed by	Approved By	Date

Name of TVETC: South West Gauteng College		
Employability Committee Charter		
Department: Governance Responsibility : Accounting Officer		
 <hr/> Prepared and submitted by the Accounting Officer to Council Date: _____	 <hr/> Adopted by Council (Signed by Chairperson of Council) Date: 3 October 2018	Implementation Date: 3 October 2018

1. Legislative framework and best practices

Key principles contained in the following legislation and best practices were applied to develop this charter:

- a) Continuing Education and Training Colleges Act, (Act 16 of 2006), as amended;
- b) Public Finance Management Act, 1999 (Act 1 of 1999);
- c) National Treasury Regulations of March 2005;
- d) The Companies Act, 2008 (Act 71 of 2008);
- e) King IV Report on Corporate Governance for South Africa 2016
- f) Protocol on Corporate Governance for the Public Sector 2002;
- g) The Employment Equity Act, 1998 (Act 55 of 1998);
- h) The General and Further Education and Training Quality Assurance Act, 2001 (Act 58 of 2001);
- i) The Skills Development Act, 1998 (Act 97 of 1998).
- j) The Labor Relations Act, 1995 (Act 66 of 1995);
- k) The Basic Conditions of Employment Act, 1997 (Act 75 of 1997);
- l) Employment of Educators Act, 1998 (Act 76 of 1998); and
- m) Standards of Generally Recognized Accounting Practice (GRAP).

2. Purpose

- 2.1 The standard College statute requires Council to establish Employability Committee to deal with the implementation of
- Related student employability
 - Occupational directed training programs
 - Student enterprise development initiatives

2.2 The purpose of this Charter is to:

- a) establish the terms of reference of the Employability Committee;
- b) ensure the effective and efficient management and performance of Student Employability functions of the College, and
- c) ensure that all activities are within the delegations as approved by Council.

3. Definitions, acronyms and abbreviations

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

- 3.1 **“Accounting Officer”** – is the College Principal.
- 3.2 **“Act”** – is the Continuing Education and Training Colleges Act, (Act 16 of 2006), as amended;
- 3.3 **“College”** – is a Public TVET College (formerly known as an FET College).
- 3.4 **“Council”**- is the Council of the College established in terms of the Act.
- 3.5 **“Department”**; **“DHET”** – is the Department of Higher Education and Training.
- 3.6 **“Management”** – are collectively the College Principal and Vice Principals.
- 3.7 **“Exco”** – is the Executive Committee of the College.
- 3.8 **“Finco”** – is the Finance Committee of the College.
- 3.9 **“TVET”** – is Technical, Vocational, Education and Training.
- 3.10 **“VCET”** is Vocational and Continuing Education and Training.

4. Reporting lines

- 4.1 Where the College has an Exco, the Employability Committee will report to Exco
- 4.2 Where an Exco does not exist, the Employability Committee will report to Council.

5. Composition

- 5.1 The members of the College Council will elect the members of the Employability Committee.
- 5.2 At least a minimum 50% members of Employability Committee must be external persons who are members of the Council, besides the Deputy Principal (Academic).
- 5.3 The chairperson of Employability Committee shall be the external member of Council who is an expert in occupational directed training programs and student employability.
- 5.4 The term of office of the Employability Committee shall coincide with the Council term for external members elected by Council.
- 5.5 Members of the Employability Committee shall be notified in writing of their appointment by the Chairperson of the Council, and their terms of reference shall be included in their letters of appointment.

6. Secretary of the Employability Committee

- 6.1 The Employability Committee shall appoint an internal member of staff to serve as the Secretary of the Committee.
- 6.2 The Secretary of the Employability Committee should be subjected to adequate secretarial training to enable him/her to discharge his/her duties effectively.

7. Meeting Procedures

- 7.1 The Employability Committee shall meet at least four times in a year - any additional meetings shall have the prior approval of the Council.
- 7.2 In the absence of the chairperson of the Employability Committee, the Committee may appoint any external member of the Council as chairperson for the duration of the meeting.
- 7.3 A quorum of 50%+1 members is necessary for the Employability Committee meeting to be properly constituted and proceed, provided that at least two external members of the Council are present.
- 7.4 Employability Committee member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from the Employability.

- 7.5 Members shall be advised of the meeting date at least 14 calendar days prior to the meeting.
- 7.6 An agenda and meeting pack for the Employability Committee shall be circulated to all members at least seven (7) working days before the meeting. Minutes of the previous meetings shall be included with Employability pack.
- 7.7 All Employability Committee recommendations shall be presented to the Exco for submission to college Council for approval.

8. Functions

The Employability Committee is assigned the following functions:

- 8.1 To take overall responsibility for the review of the appropriateness and applicability of Employability policies and recommend suitable changes to Exco/Council.
- 8.2 To promote and support initiatives aimed at connecting the students of the college to the economy
- 8.3 To assist in the establishment of an appropriate management information system related to partnership programs for the prompt provision of accurate information.
- 8.4 To consider all funding matters relating to the College's relationship with Government Departments, SETAS and any other public/private organization and make appropriate recommendations to Exco/Council, if necessary.

9. Resources

The College should make available resources, as necessary, for the Employability Committee to fulfill its mandate without prejudice and within the confines of the College statute.

10. Change of mandate

The Employability Committee may not change the terms of this Charter nor act *ultra vires* to the mandate it is given without the prior approval of the College Council.

11. Remuneration

Employability Committee members not holding executive office in the College or not employed in the public service shall be remunerated for their services on the Employability Committee, based on DHET guidelines.

12. Adoption of Charter

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

13. Availability of Charter

A copy of this Charter should be made available on the College website.

14. Annual review of Charter

This Charter will be subject to an annual review by Council to ensure its relevance.

Any recommended changes agreed by the VCET Branch of DHET to the Additional Revenue Committee Charter should be presented to the Council for approval.