



agriculture, environmental affairs,  
rural development and land reform

Department:  
agriculture, environmental affairs,  
rural development and land reform .  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

**INTERNAL MEMO:  
HUMAN RESOURCE DEVELOPMENT**

90 Long Street, Kimberley, Northern Cape, South Africa, 8300, Tel: (053) 807 7300,

<b>Date:</b>	<b>18 March 2022</b>	<b>File:</b>	<b>S5.5</b>
<b>To:</b>	<b>All Senior Managers</b>	<b>From:</b>	<b>Ms LE Brink</b>
<b>SUBMISSION OF TRAINING NEEDS 2022/2023 FINANCIAL YEAR</b>			

The above-mentioned bears reference.

The Human Resource Development (HRD) Unit is in the process of preparing the Workplace Skills Plan (WSP) for the new financial year (2022/23). Colleagues, are required to provide the HRD Unit with your training needs pertinent to your Directorates, for inclusion in the plan for the year under review.

Programme Managers/Directorates must ensure that the training needs of officials are in line with their Job Descriptions and are critical skills that must be developed in order to improve their performance.

All the line function related training for your staff must be budgeted from your respective programmes, as HRD will only fund the generic/transversal training in line with the skills development levy allocation. It must be noted that, no training will be considered unless it is captured on the Workplace Skills Plan.

Programme Managers / Directorates are hereby requested to comply with the set time frames, it should be noted that the timeous submission of training needs will afford the training committee the opportunity to deliberate on the training that must be populated and prioritized in accordance with the available budget on the WSP. This exercise should be concluded by 30 April 2022.

The required information should reach the HRD Unit on or before end of business, **Thursday 31 March 2022**. (See attached template that must be used). Completed forms to be submitted to [mjakwe@ncpg.gov.za](mailto:mjakwe@ncpg.gov.za) or [lbrink@ncpg.gov.za](mailto:lbrink@ncpg.gov.za).

Your cooperation is always appreciated.

**Mr. E. T SIBHONO**  
**CHIEF OPERATION OFFICER**

