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Education, Training and Development Practices Sector Education and Training Authority

20 March 2020

Attention : All ETDP SETA Stakeholders

Re : ETDP SETA's approach towards ensuring continuous business operations amidst the COVID-19 pandemic

Dear valued ETDP SETA Stakeholder

The world is currently grappling with the rapid spread of the Coronavirus Disease, officially named the COVID – 19 by the World Health Organisation (WHO).

With the steady increase in confirmed coronavirus cases, President Cyril Ramaphosa has declared the outbreak as a national state of disaster.

The ETDP SETA has commenced implementing vigorous preventative measures to ensure that a more proactive approach is adopted in combating the COVID-19 pandemic. Our stakeholders remain key to us and we will strive by all means to ensure that there is minimal and if possible no disruption towards the implementation of our programmes.

It is important that we keep you, our valued stakeholder abreast on our preventative measures currently in place in order to curb and mitigate the spread of the virus.

Kindly note the following:

1. The ETDP SETA staff members will not interact with stakeholders physically. Many other equally effective methods of ensuring ongoing communication will take place.

The information in this communication is confidential and may be legally privileged.

It is intended for the sole use of the individual/s or entity to whom this has been addressed or copied. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this communication and/or its attachments, is strictly prohibited and will be unlawful

2. Social distance is implemented with immediate effect. All offices are closed for walk in clients; contact with the National and Provincial offices will be made telephonically or via email, as per the details provided below. Our business operating hours remain from Monday to Friday, 08:00 – 16:30.
3. There will be no physical contact meetings; meetings will take place via teleconference or video-conferencing.
4. There will be no air travel both locally and internationally; this applies to both internal and external stakeholders
5. The ETDP SETA will not partake in any exhibitions or career guidance events.

Note that email addresses of relevant staff members responsible for subject specific queries can be found on the ETDP SETA website homepage, under 'ETDP SETA's approach towards business operations amidst the COVID-19 pandemic'.

For general enquiries, please contact the following staff members:

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Due to the fact that ETDP SETA staff will from time to time work remotely during this period, kindly allow a 48 hour response window in terms of emails.

As the ETDP SETA, we believe that, with time, the world will overcome this health set-back. It remains of utmost importance that we educate ourselves and keep informed at all times on developments taking place around COVID-19. Precautionary and preventative measures as prescribed to by WHO, Department of Health and the National Institute for Communicable Diseases (NICD) must be adhered to strictly.

Fake news continues to create unnecessary panic and fear amongst all citizens. Stakeholders are urged to know and understand the source of information. Keep informed by regularly visiting the websites of the aforementioned institutions. We urge you to be a responsible citizen and refrain from sharing inaccurate or unverified information.

By working together, we will overcome this global disaster.

Yours in Skills Development

Duly signed

Mrs Nombulelo Sesi Nxesi

Chief Executive Officer