



Verwysing: 20191128 – 2270
Leernommer: 12/16/4/5
Navrae: MM van Wyk

Kaapse Onderrig- en Leierskapinstituutminuut: 0001/2020

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure, (Hoofkantoor en distrikskantore),
Hoofde van subdirektorate en afdelings by Hoofkantoor en distrikskantore, Hoofde:
Kurrikulumondersteuning, Hoofde: Bestuur en Beheer, Hoofde: Spesialebehoefte-
koördinerings- en -advies, Kringbestuurders en Vakadviseurs

**Onderwerp: Kaapse Onderrig- en Leierskapinstituut (KOLI) se lokaal en verblyfbesprekings-
prosedure**

1. Die toenemende behoefte aan lokale en verblyf deur belanghebbendes van die Wes-Kaap Onderwysdepartement (WKOD) het die Direktoraat: Kaapse Onderrig- en Leierskapinstituut genoodsaak om streng prosedures rakende die indien van besprekingsversoeke te implementeer. Die prosedure sal die Direktoraat: Kaapse Onderrig- en Leierskapinstituut in staat stel om die hele besprekingsproses meer effektief te beplan en te bestuur.
2. Alle besprekingsversoeke vir lokale moet **minstens 30 dae** voor die tyd ingedien word. Geen laat besprekings sal aanvaar word nie. In gevalle waar 'n lokaal dringend benodig word en die sperdatum van 30 dae reeds verstryk het, moet 'n skriftelike motivering aan die Direkteur: Kaapse Onderrig- en Leierskapinstituut vir oorweging en goedkeuring gestuur word.
3. Alle besprekingsversoeke moet op die voorgeskrewe besprekingsvorm (**Bylae A**) gedoen word en na die besprekingsamptenaar, Chiquita Mackriël per e-pos by Chiquita.Mackriël@westerncape.gov.za gestuur word. Versoeke sal slegs oorweeg word indien dit by die besprekingsamptenaar ingedien is.
4. Sodra 'n besprekingsversoek ontvang word, sal 'n ontvangserkenning per e-pos gestuur word aan die persoon wat die lokaal versoek het. Daarin sal gemeld word dat die bespreking aan die einde van die week bevestig sal word.

5. Alle besprekingsversoeke word elke Woensdag deur die KOLI-besprekingskomitee nagegaan. Lokaalbesikbaarheid, die getal afgevaardigdes wat dit sal bywoon en enige ander besprekingsvereistes sal oorweeg word. Sodra 'n besluit geneem is, sal 'n e-pos aan die persoon wat die lokaal versoek het teruggestuur word wat dan die bespreking sal bevestig of afkeur.
6. Alle gebruikers is verplig om van die spyseniers op die terrein gebruik te maak. Sodra die lokaalbespreking bevestig is, moet die reëlins vir spyseniering direk met die spyseniers getref word. Dit is baie belangrik om aan die sperdatum van 30 dae vir die spysenieringsbesprekings te voldoen om voorsieningskettingbestuurseenhede genoegsame tyd te gee om 'n bestelnommer te genereer.
7. Die kansellering van besprekings moet vroegtydig gedoen word. Lokaalbesprekings wat herhaaldelik op kort kennisgewing gekanselleer word, sal vir toekomstige verwysing in ag geneem word wanneer die KOLI-besprekingskomitee weekliks die lokaalbesprekings nagaan.
8. Vir verslagdoeleindes word daar van die persoon wat die lokaal versoek, verlang om die besprekingsamptenaar van die Direkoraat: Kaapse Onderrig- en Leierskapinstituut van 'n afskrif van die ondertekende bywoningsregister aan die einde van elke sessie te voorsien.
9. Dieselfde prosedure en sperdatums sal op versoeke vir oornagverblyf van toepassing wees.
10. **31 Oktober** sal die laaste besprekingsdatum by die KOLI vir die jaar wees.
11. U voortgesette samewerking om die suksesvolle bestuur van die besprekingsproses te verseker word, opreg waardeer.
12. Bring asseblief die inhoud van hierdie minuut onder die aandag van alle tersaaklike personeel.

GETEKEN: PAD BEETS

ADJUNK-DIREKTEUR-GENERAAL: KURRIKULUM- EN ASSESSERINGSBESTUUR

DATUM: 2020-01-03



CAPE TEACHING AND LEADERSHIP INSTITUTE: RESERVATION FORM – USE OF FACILITIES

SECTION 1: FOR ADMINISTRATIVE PROCESS

FOR ADMINISTRATIVE PURPOSES	DATE RECEIVED	DATE: BOOKING COMMITTEE	OUTCOME	
			APPROVED	DECLINED
FOLLOW-UP				

SECTION 2: APPLICATION PROCESS – GUIDE

- Note 1:** This form serves for reservation purposes only.
- Note 2:** Confirmation will be communicated once the contents of the application and availability of the required venue(s) has been determined.
- Note 3:** Please complete this form in full and fax to: 086 535 5659 or 021 900 5162/5027/5013
- Note 4:** Note that reservation forms must reach the CTLI 30 days prior to the requested date(s).
- Note 5:** **THE CTLI IS NOT RESPONSIBLE FOR CATERING ARRANGEMENTS.**
All **CATERING NEEDS** should be requested and arranged with the official independent catering company directly.
- Note 6:** **THE CTLI IS NOT RESPONSIBLE FOR PRE-COURSE PREPARATIONS.**
It is the responsibility of the person(s) requesting a venue to secure the printing and placement of their directional boards and information signage pertaining to their intervention (if required).

SECTION 3: PURPOSE AND DETAILS OF RESERVATION

Number	Information needed	Option	Mark x	Option	Mark x
3.1	Nature of intervention (Mark in block)	Training session		Workshop	
		Conference Seminar		Meeting	
3.2	Duration of intervention (Complete and mark in block)	1–2 hours		3–5 hours	
		Morning or afternoon	Morning	Afternoon	
		Days	Full day	Number of days	
3.3	Dates required (From/To/On) (Date and month)	From/On		To/On	
3.4	Pre-dates requiring access for preparation	Date		Starting time	
3.5	Target audience Description of group (e.g. Foundation Phase teachers/or Circuit principals)				
3.6	Number of people attending Indicate disability (if any)				
3.7	Number of additional visitors e.g. Advisers/Director				

SECTION 4: REQUEST INFORMATION

4.1	Department requesting reservation	
4.2	Branch/Chief Directorate	
4.3	Directorate	
4.4	Responsible director	
4.5	Person/Official submitting request	
4.6	Person responsible for the group on CTLI campus	
4.7	Email	
4.8	Cell phone number	
4.9	Landline number – office hours	

SECTION 5: VENUE REQUIREMENTS

Groups	Venue	Description	Capacity	Mark appropriate block to indicate need	Number of people to use facility
1. Auditoriums	Auditorium 1	Theatre style – levels	69		
	Auditorium 2	Theatre style – levels	92		
	Auditorium 3	Theatre style – levels	200		
	Little theatre 1 – Auditorium	Theatre style – levels	200		
	Little theatre 2 – Auditorium	Theatre style – levels	50		
2. Lecture rooms	Lecture room – Size 1	Flat surface	30		
	Lecture room – Size 2	Flat surface	60		
3. Computer	Computer lab – 1	40 computers	40		
	Computer lab – 2	40 computers	40		
	Slim lab – 1	24 computers	25		

	Slim lab – 2	20 computers	18		
4. Laboratories	Science lab	Working surfaces	30		
5. Boardrooms	Boardroom 1	Boardroom and chairs	20		
	Boardroom 2	Boardroom and chairs	12		
	Boardroom 3	Boardroom and chairs	14		
6. Conference	Conference centre	Layout required	100		
		U-shape			
		Groups of tables			
		Only chairs and no tables			
	Seminar room 1	Adjacent to conference centre	40		
	Seminar room 2	Adjacent to conference centre	40		
	Patio	With two built-in braais	30		
7. Meeting rooms	Four smaller meeting rooms	Table and chairs	8		
SECTION 6: EQUIPMENT NEEDED					

Ref.	Items	Mark
6.1	Computer/Laptop	
6.2	Data projector	
6.3.1	Sound – Microphone – Handheld/Stand	
6.3.2	Sound – Lapel microphone	
6.3.3	Sound – Roaming microphone	
6.3.4	Sound – for video-playing form laptop	
6.4	Flip chart – stand – no paper	
6.5	White board and cleaner	
	Important: Users of CTLI facilities are responsible to supply own stationery, e.g. pen/paper/flip chart paper/folios, etc.	

SECTION 7: CATERING AT THE CTLI

THE CTLI IS NOT RESPONSIBLE FOR CATERING ARRANGEMENTS

- All catering requirements to be arranged directly with the official independent catering company.
- Please note that the normal procurement process applies. Therefore, order numbers should be requested at the Directorate: Procurement Management 30 days prior to the need for the catering service. No other form or variation of catering can be allowed on the premises of the CTLI (see Cape Teaching and Leadership Institute Minute: 0004/2019 for comprehensive prescripts).
- CSG Food Solutions (CSG) has been contracted as the sole service provider for all catering requirements on the CTLI campus.
All users requiring catering must arrange with CSG directly as soon as their reservation has been confirmed.
- Payment will be the responsibility of each user and must be processed through Procurement Services.
- The contact details of CSG are as follows:
Mr Alton Abrahams
Office 1 (internal): 021 900 5124
Office 2 (external): 022 6340120
Mobile: 073 711 2288
Email: CTLlcatering@CSGfoods.co.za

SECTION 8: HOSTEL ACCOMMODATION

Please note:

- Check-in time is between **16:00–18:00 daily – including Sundays**.
- Check-out time is between **07:30–08:00** on the final day of the course.
- A luggage storage system is available after check-out.
- Should a hostel room key be lost, a replacement fee of R65 will be levied.
- Particulars of vehicles entering the premises will be required by security services.

Check-in date		
Check-out date		
Total number of people requesting accommodation (Please indicate disability, if any)		
	Number of males	
	Number of females	
Person responsible for receiving the keys and arrangements prior to the check-in date		
Contact details (Cell phone number)		
Date and time for the above person to collect the keys from the CTLI prior to the check-in date		

SECTION 9: DECLARATION BY RESPONSIBLE PERSON

I..... (full names) hereby accept full responsibility and accountability for the group. I am fully aware that the Cape Teaching and Leadership Institute (CTLI) will not be held liable for any accident or loss of property.

Name: Position:

Signature: Date: