

TO WHO IT MAY CONCERN

PROJECT CO-ORDINATION: LEKOKO CONSULTING

This is to confirm that Lekoko Consulting carried out all project co-ordination activities for the W&RSETA Voucher Training System for SMMEs between 03 December 2007 and 30 June 2008.

The project was carried out successfully and the activities covered the following:

- Procurement of training providers through the online system, including receipt of prescribed documentation (tax clearance certificates, accreditation certificates, BEE certificates) by fax & email, evaluation of the suitability of courses, and the evaluation of the capacity of training providers to carry out the task
- Co-ordination of the completion of contract documents with over 100 training providers country-wide, as well as the arrangement of the receipt of original tax clearance certificates and certified copies of other documents
- Attending to all email & telephone (including mobile) enquiries by over 300 training providers, and later also by over 9 500 SMMEs planning to enrolling their employees for training
- Capacitation of regional offices to deal with walk-in enquiries by both training providers and SMMEs, as well on the forwarding of original or certified documents to Head Office. Regional offices were also provided with guidelines for carrying out physical and telephonic verification of training at all sites where various training providers were training
- Consultation with the voucher engine software provider (Tutuka Software) for all enquiries affecting training providers and SMMEs



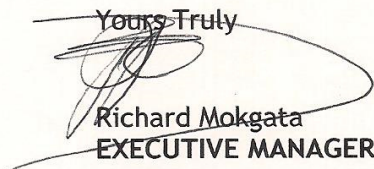
INVESTOR IN PEOPLE

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Board: Vikashnee Harbhajan (Chairperson), Ivan Molefe (Deputy-Chairperson), Joel Dikgole (CEO), Deon Strydom, Natalie Kehl, Geoffrey Mabote, Churchill Mrasi, Thami Skenjana, Linky Kgosana, Mike Tau, Themba Zulu, Andre Kriel, Philemon Sito,

- Approval of over 2 000 training vouchers who met criteria and ensuring their emailing / faxing to the relevant employees within SMME companies, through Tutuka voucher engine
- Financial management of the project, covering monitoring of voucher allocations, cancellations, re-applications, and processing of invoices from training providers after training was conducted
- Ensuring that all fields that simplify the automatic completion of the statutory reports to the Department of Labour were working and duly completed by each voucher applicant
- Drafting of a project completion report, as well as a business case incorporating improvements to planning, procurement, communication, and financial management required for the successful continuation of the project

~~Yours Truly~~



Richard Mokgata

EXECUTIVE MANAGER: SMME