



Transformation through Knowledge

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SECTION 51 MANUAL FOR JET EDUCATION SERVICES

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INTRODUCTION TO JET EDUCATION SERVICES

JET Education Services is an independent, non-profit organisation that works with government, the private sector, international development agencies and education institutions to improve the quality of education and the relationship between education, skills development and the world of work.

JET operates across the public education sector in South Africa, from Grade R through to the FET Colleges sector. The development and evaluation projects in which it is involved are focused in poor, marginalised and disadvantaged communities across the country.

JET's main focus is on making a meaningful impact in improving the learning and teaching at schools so that learners receive quality education giving them access to further opportunities.

Vision

Quality education for every child in South Africa.

Mission

We offer educational research and knowledge-based interventions that are innovative, cost effective and sustainable to our clients who support disadvantaged young South Africans through education development initiatives.

INTRODUCTION TO THE MANUAL

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

A copy of this Manual is available on our website www.jet.org.za, or by sending a request for a copy to the Knowledge Manager of JET Education Services by e-mail.

INFORMATION REQUIRED UNDER SECTION 51(1)(A) OF THE ACT

The Chief Executive Officer has duly authorized the Knowledge Manager to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000:

| | |
|--------------------------|--|
| Contact Person | Maureen Mosselson |
| Postal address: | PO Box 178, WITS, 2050 2050. South Africa |
| Physical address: | 5th Floor, Forum 1, Braampark, 33 Hoofd Street, Braamfontein, Johannesburg |
| Tel: | +27 11 403 6401 |
| Fax: | +27 11 339 7844 |
| E mail: | mmosselson@jet.org.za |
| Web site: | www.jet.org.za |

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51(1)(B)

A Guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all of the official languages.

The Guide is available for inspection, inter alia, at the office of the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr York and St. Andrews Street, Parktown and on its website at www.sahrc.org.za.

THE LATEST NOTICE IN TERMS OF SECTION 52(2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

RECORDS AVAILALBE IN TERMS OF ANY OTHER LEGISLATION

Records available in terms of other legislation are as follows:

- Labour Relations Act 66 of 1995
- Employment Equity Act 55 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Companies Act 61 of 1973
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Income Tax Act 58 of 1962
- Skills Development Act 9 of 1999
- Electronic Communications Act 36 of 2005
- Trademarks Act No 194 of 1993
- Copyright Act 98 of 1978

SUBJECTS AND CATEGORIES OF RECORDS HELD BY JET EDUCATION SERVICES SECTION

51(1)(e)

1. COMPANIES ACT RECORDS

- Documents of incorporation
- Memorandum and Articles of Association
- Minutes of Board of Directors meetings
- Records relating to the appointment of directors/ auditor/ secretary/public officer and other officers
- Share Register and other statutory registers

2. FINANCIAL RECORDS

- Annual Financial Statements
- Tax records and returns
- Accounting Records
- Banking Records
- Rental Agreements
- Invoices and statements
- Asset Register
- Agreements

3. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - VAT

- Regional Services Levies
- Skills Development Levies
- UIF
- Workmen's Compensation

4. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Employment Equity Plan (if applicable)
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Policy manual
- Leave records
- Training records
- Training Manuals

5. OPERATIONS RECORDS

- Project proposals
- Project documents
- Procedure manuals
- Marketing
 - - Website
 - - Marketing materials
 - - Customer / client contact details

6. DETAILS ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

- The requester must complete Form C and submit this form together with a request fee, of R50.00, to the contact person indicated above.
- The form must be submitted to the Knowledge Manager at her address, fax number, or electronic mail address
- The form must:
 - Provide sufficient particulars to enable JET Education Services to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic,
 - identify the right that the requester is seeking to exercise or protect,
 - and provide an explanation of why the requested record is required for
 - the exercise or protection of that right,

If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner,

- to state that manner and the necessary particulars to be informed in the other manner,

If the request is made on behalf of another person, to submit proof of

- the capacity in which the requester is making the request, to the reasonable satisfaction of the Knowledge Manager of JET Education Services.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. *Particulars of private body*

Requests can be submitted either via conventional mail, email, or fax and should be addressed to the contact person indicated above.

B. *Particulars of person requesting access to the record*

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____ Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed *ONLY* if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.

The requester must sign all the additional folios.

1 Description of record or relevant part of the record: _____

2 Reference number, if available: _____

3 Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified of* the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption *of* the payment *of* any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

| | | | |
|--|---|----------------------------------|---|
| Disability: | | Form in which record is required | |
| Mark the appropriate box with an X. | | | |
| NOTES: | | | |
| (a) Compliance with your request in the specified form may depend on the form in which the record is available. | | | |
| (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. | | | |
| (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested. | | | |
| 1. If the record is in written or printed form: | | | |
| <input type="checkbox"/> | copy of | <input type="checkbox"/> | inspection of record |
| 2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc) | | | |
| <input type="checkbox"/> | view the images | <input type="checkbox"/> | copy of the images* |
| <input type="checkbox"/> | | <input type="checkbox"/> | transcription of the images* |
| 3. If record consists of recorded words or information which can be reproduced in sound: | | | |
| <input type="checkbox"/> | listen to the soundtrack (audio cassette) | <input type="checkbox"/> | transcription of soundtrack* (written or printed document) |
| 4. If record is held on computer or in an electronic or machine-readable form: | | | |
| <input type="checkbox"/> | printed copy of record* | <input type="checkbox"/> | printed copy of information derived from the record" |
| <input type="checkbox"/> | | <input type="checkbox"/> | copy in computer readable form*(stiffy or compact disc) |
| 'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable. | | <input type="checkbox"/> | YES |
| | | <input type="checkbox"/> | NO |

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:

.....
.....
.....

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

.....
.....
.....
.....

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

Signed at _____ This _____ day of _____ 20 _____

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE