



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

How to start up a learnership

A guide for employers

Government has introduced a training programme called learnerships. Employers play a crucial role in the implementation of learnerships. This brochure explains the benefits and costs of learnerships for employers.



What is a learnership?

A learnership is a training programme that combines theory at a college or training centre with relevant practice on-the-job. There is no learnership if there is no on-the-job practice. The idea is that people really learn the “in’s and out’s” of an occupation by practising all its aspects under the guidance of an experienced and qualified person. In order to become qualified themselves, learners will have to be assessed against occupational standards that have been agreed in advance by industry stakeholders.

Learnerships are based on legally binding agreements between an employer, a learner and a training provider. This agreement is intended to spell out the tasks and duties of the employer, the learner and the training provider. It is designed to ensure the quality of the training and to protect the interests of each party.

What are the main benefits of a learnership?

There are a number of reasons why employers should get involved in learnerships. Learnerships are a way to get more skilled people. Skilled people make better workers as they:

- Are more likely to do the correct thing the first time and make fewer mistakes
- Are more likely to ‘get the best’ out of their machines
- Tend to be more independent workers
- Are more motivated because they know why what they are doing is important to the overall business and might also be less likely to leave their jobs.

Employers can offer learnerships to their own employees or can recruit unemployed people for training. Current employees who are provided with learnerships are referred to as 18 (1) learners. Unemployed people who are offered learnerships are known as 18 (2) learners. This brochure explains the difference between these two types of learnership.

What are the costs and what compensation is offered?

Obviously there are costs associated with training. These include: fees for 'off-the-job' education and training and the internal costs of providing mentoring and supervision for learners, the assessment of their progress as well as the learner allowance for unemployed learners (18.2).

However there are incentives to assist in funding learnerships. These take two principal forms:

1. *Cash grants*

Employers who pay the skills levy can claim cash grants when they provide training. These grants can be used to offset learnership costs. Sector Education and Training Authorities (SETAs) may also provide grants for the implementation of learnerships. Employers should get in touch with the SETA to which their skills levies are paid to find out if learnership grants are available. These learnership grants are "discretionary", so check with your SETA about this grant which can be paid in addition to the levy repayment for drafting and/or implementing a work place skills plan. **You may thus be able to get back from the SETA more than your levy payments.**

2. *Tax incentives*

At the beginning of the learnership.

- Learners already employed by you - 18(1): Once you have entered into a Learnership agreement with a learner and have registered the agreement with a SETA, you may deduct 70% of the annual wages paid to that learner up to a maximum of R20 000 during the relevant year of assessment.
- Unemployed learners - 18(2): Once you have entered into a Learnership agreement with a learner and have registered the agreement with a SETA, you may deduct 100% of the Learnership allowance paid to that learner up to a maximum of R30 000 during the relevant year of assessment.

On completion of the learnership

- You can claim again. Your claim can be up to 100% of the annual wage paid to an employee (18.1) or 100% of the allowance paid to an “unemployed” learner (18.2) of up to a maximum of R30 000 during the relevant year of assessment.

Allowance for people with disabilities

With effect from 1 July 2006, an employer will be allowed to deduct an initial amount of 150% of the annual salary of a previously employed learner with a disability, up to a maximum of R40 000. For an unemployed learner with a disability, an employer will be allowed to deduct 175% of the annual salary, up to a maximum of R50 000. The tax allowance for people with disabilities upon completion of learnerships will be 175% of the employee’s annual salary, up to a maximum of R50 000.

For further details of the tax incentive please consult the SARS website: www.sars.gov.za (Select first Legislation, then Acts, then Act No 30 of 2002.) or contact your SETA.

How can I implement a learnership?

The following main steps have to be taken before the implementation of a learnership:

- ***Choose a learnership***

Initially you have to decide which skills you need and if the training needed can be covered by a learnership you want to implement. A list of available learnerships can be found on the Department of Labour’s website www.labour.gov.za. A list of learnerships is available at every labour centre or can be obtained from the Learnership Support Service at the Department of Labour. The contact details can be found at the end of this brochure. Remember – you can choose any learnership irrespective of which SETA developed and registered it.

- **Apply for a learnership grant**

In addition to the 50% of levy, which can be claimed for a workplace skills plan and the annual training report you may apply for a learnership grant from a SETA before you start the learnership.

- **Establish an employment contract for unemployed learners**

Make sure that you have an employment contract that complies with the learnership determination published by the Minister of Labour for the period of the learnership. The learnership determination document can be found on the Department of Labour's website, but a copy is also available at each labour centre or can be obtained from the Learnership Support Service.

- **Get copies of the learnership agreement**

A learnership agreement must be signed by the employer, learner and a training provider. Obtain copies of the format of the learnership agreement from SETAs, your nearest labour centre or Learnership Support Service.

- **Identify a mentor**

Identify the person who is going to be the learner's mentor within your organisation. This person will guide the learner and help her/him to deal with any problems.

- **Choose a provider**

Decide on a provider who will provide the theoretical part of the learnership. Make sure that the provider you choose is accredited by a SETA. If you need help with choosing a provider, contact your SETA.

- **Choose a learner**

- You can choose someone who is already in your employment—as described by the Skills Development Act in section **18(1) employed learner**: "If a learner was in the employment of the employer party to the learnership agreement concerned when the agreement was concluded, the learner's contract of employment is not affected by the agreement" OR
- You can choose someone as described by the Skills Development Act in section **18(2) unemployed learner**: "If the learner was not in the employment of the employer party to the

learnership agreement concerned when the agreement was concluded, the employer and learner must enter into a contract of employment”

For an employed learner you will continue with their current employment contract and you will only have to sign a learnership agreement. For a previously unemployed person you will have to sign both the learnership agreement and an employment contract. There are also differences in the grants and tax breaks as outlined above.

If you are going to consider an unemployed learner, the nearest labour centre can assist you in selecting and recruiting the right person. A separate brochure is available from the Department on its recruitment and selection service and the ways in which it can assist you to recruit unemployed people into learnerships.

Employers who provide training and work experience through a learnership to unemployed people are under no obligation to offer the qualified learner permanent employment once the training is completed. It is hoped that employers will be able to recruit at least some, but even if they cannot, the learners will have a qualification and work experience.

● ***Sign the learnership agreement***

There are two contracts that you will need to understand:

- The **Learnership Agreement**
 - The **Employment Contract**
- a) A learnership agreement is a legal contract signed by an employer, a learner (or parents and guardians if a minor) and a training provider.
- A learnership agreement specifies:
- What the training programme is designed to achieve, e.g. the qualification that the learner will earn and the skills she/he should be able to perform
 - What the responsibilities and rights are of the employer, the learner and the training provider.
- b) You will also have to sign an employment contract only if you are taking on a previously unemployed learner (18(2)).

A draft learnership agreement as well as other information on contracting can be obtained from your SETA, from a labour centre or from the Learnership Support Service.

- ***Start the learnership***

Once the above arrangements are finalised, the implementation of the learnership can begin.

Can employers fulfill the role of the providers?

Yes, if they fulfill the requirements for provider accreditation and if they meet the scope of the education and training requirements in the learnership.

Could a learnership be registered with one SETA but the agreement registered with another SETA?

Yes. For example, the Accounting Learnership may be registered with FASSET but the agreement may be registered with another SETA that the employer is registered with.

What are the requirements of the workplace experience?

The learner must be exposed to a structured workplace experience, which is part of the normal environment. The learnership must include the range of tasks and the form and duration in days and hours.

What advantages are there for my company if I take on unemployed learners?

Grants, and tax incentives based on targeted groups (as an incentive) are higher than that of an employed learner.

How/where can I find potential learners?

Advertise in the newspaper or contact the Department of Labour's provincial office to access their potential learner database.

Are there a minimum number of learners who may enter into a learnership agreement in one company?

No, there is not but the employer needs to be aware of the necessary infrastructure that needs to be in place to support learners on

learnerships e.g. number of assessors and scope of work exposure.

How do I know to what SETA does my company belongs to?

Consult the scope of coverage document on the Department of Labour's website and determine your primary focus area. This document will indicate your SETA. If unsure contact the nearest labour centre of the Department of Labour.

How do you obtain more information?

If you are interested in implementing a learnership, you can obtain more information from the SETAs, a labour centre or from the Provincial Offices.

Contact details for the 23 SETAs are available in the following table:

No	Name	Numbers	Email	Address
1.	<p>FASSET Financial and Accounting Services Contact: Cheryl James (CEO)</p> <p>Nawaal Patel (ETQA + L/S Manager)</p>	<p>Tel: 011 476 8570 Fax: 011 476 5756</p>	<p>cheryl.james@fasset.org.za nawaal.patel@fasset.org.za www.fasset.org.za</p>	<p>Postal PO Box 6801 CRESTA 2118</p> <p>Street Block A 306 3rd Floor Eva Office Park Cnr Beyers Naude and Judges Avenue Blackheath JOHANNESBURG</p>
2.	<p>BANKSETA Banking Sector Education and Training Authority Contact: Frank Groenewald (CEO) Daphne Hamilton (ETQA) Sandra Dunn (L/S)</p>	<p>Tel: 011 805 9661 Fax: 011 805 8348</p>	<p>frankg@bankseta.org.za daphneh@bankseta.org.za sandrada@bankseta.org.za www.bankseta.org.za</p>	<p>Postal PO Box 11678 VORNA VALLEY 1686</p> <p>Street Block 6 Thornhill Office Park 94 Bekker Road Vorna Valley MIDRAND</p>
3.	<p>CHIETA Chemical Industries Education and Training Authority Contact: Derek Pooe (Act. CEO) Mariam Christopher (L/S) Shidi Mogonare (ETQA)</p>	<p>Tel: 011 726 4026 Fax: 011 726 7777</p>	<p>dpooe@chieta.org.za mchristopher@chieta.org.za smogonare@chieta.org.za www.chieta.org.za</p>	<p>Postal PO Box 961 AUCKLAND PARK Richmond 2092</p> <p>Street No 2 Clarsmart Road Richmond JOHANNESBURG</p>
4.	<p>CTFLSETA Clothing, Textiles, Footwear and Leather Sector Education and Training Authority Contact: Dr Hoosen Rasool (CEO) P.K Naicker (ETQA)</p>	<p>Tel: 031 702 4482/3/4 Fax: 031 702 4113</p>	<p>hoosen@ctflseta.org.za ajw@intekom.co.za www.ctflseta.org.za</p>	<p>Postal PO Box 935 PINETOWN 3610</p> <p>Street 3rd Floor Umdoni Centre 28 Crompton Street PINETOWN</p>

No	Name	Numbers	Email	Address
5.	CETA Construction Education and Training Authority Contact: Tebogo Thejane (CEO) Jerry Modise (L/S) Gerard Smith (ETQA)	Tel: 011 265 5900 Fax: 011 265 5924	ceo@ceta.co.za jerry@ceta.co.za gerard@ceta.co.za www.ceta.co.za	Postal Box 1955 HALFWAY HOUSE 1685 Street 1st Floor Unit 5 Momentum Business Park Old Pretoria Main Road MIDRAND
7.	ETDP SETA Education, Training and Development Practices Sector Education and Training Authority Contact: Nombutelo Nxesi (CEO) Tshinyiwaho Phidane (L/S) Albert Mathebula (ETQA)	Tel: 011 807 5621 Fax: 011 807 7490	nombulelon@etdpseta.org.za tshinyiwahop@etdpseta.org.za albertm@etdpseta.org.za www.etdpseta.org.za	Postal PO Box 5734 RIVONIA 2128 Street Coombe Place Building 10 Tuscany Office Park RIVONIA
8.	ESETA Energy Sector Education and Training Authority Contact: Bafana Ngwenya Walter Langhinnerich Johan Swanepoel	Tel: 011 689 5300 Fax: 011 689 5342/40	bafanan@eseta.org.za walterl@eseta.org.za johans@eseta.org.za www.eseta.org.za	Postal PO Box 5983 JOHANNESBURG 2001 Street 35 Prichard Street 1066 Old Mutual Building 19th Floor JOHANNESBURG 2000
9.	FOODBEV Food and Beverages Manufacturing Industry Sector Education and Training Authority Contact: Ravin Deonnarian (CEO) Blanche Engelbrecht (L/S) Krappie Eloff (ETQA)	Tel: 011 802 1211 Fax: 011 802 1518	ravind@foodbev.co.za blanchee@foodbev.co.za krappie@foodbev.co.za www.foodbev.co.za	Postal PO Box 245 GALLO MANOR 2052 Street The Woodlands Building 23 2nd Floor Woodlands Drive WOODMEAD

No	Name	Numbers	Email	Address
10.	FIETA Forest Industries Sector Education and Training Authority Contact: Smangaliso Mkhwanazi (CEO) Monika Erasmus (L/S) Alwyn Jackson (ETQA)	Tel: 011 712 0600 Fax: 011 339 1166	smangalisom@fieta.org.za monikae@fieta.org.za alwynj@fieta.org.za www.fieta.org.za	Postal Box 31276 BRAAMFONTEIN 2017 Street 7th Floor Rennies House 19 Amershoff Street BRAAMFONTEIN
11.	HWSETA Health and Welfare Sector Education and Training Authority Contact: D. C. Cronje (Act. CEO) Vuyani Nkalitshane (L/S) Bheki Zulu (ETQA)	Tel: 011 622 6852 Fax: 011 622 4460	ceo@hwseta.org.za vuganin@hwseta.org.za bhekiz@hwseta.org.za www.hwseta.org.za	Postal Private Bag X15 GARDEN VIEW 2047 Street 10 Brandford Road Cnr . Brandford and Smith Street BEDFORDVIEW
12.	ISETT Information Systems, Electronics and Telecommuni-cations Technologies Contact: Oupa Mopaki (CEO) Jabu Sibeko (L/S) Sidney Mudau (ETQA)	Tel: 011 805 5115 Fax: 011 805 6833	oupa.mopaki@isettseta.org.za jabu.sibeko@isettseta.org.za sidney.mudau@isettseta.org.za www.isettseta.org.za	Postal PO Box 5585 HALFWAY HOUSE 1685 Street Gallagher House 19 Richards Drive MIDRAND
13.	INSETA Insurance Sector Education and Training Authority Contact: Mike Abel (Act. CEO) Aubrey Moseki (L/S) Glen Edwards (ETQA)	Tel: 011 544 2000 Fax: 011 484 0862	mike.abel@inseta.org.za aubrey.moseki@inseta.org.za glen.edwards@inseta.org.za www.inseta.org.za	Postal PO Box 32035 BRAAMFONTEIN 2017 Street Oakhurst 11 St Andrews Road BRAAMFONTEIN 2195
14.	LGSETA Local Government, Water and Related Services Sector Education and Training Authority Contact: Sidwell Mofokeng (CEO) Pauline Matlhaela (ETQA)	Tel: 011 456 8579/62 Fax: 011 450 4948	wandan@lgseta.co.za sidwellm@lgseta.co.za paulinem@lgseta.co.za www.lgseta.co.za	Postal PO Box 1946 BEDFORDVIEW 2008 Street 4/6 Corporate Park Building 20 Skeen Boulevard BEDFORDVIEW

No	Name	Numbers	Email	Address
15.	<p>MAPPP Media, Advertising, Publishing, Printing and Packaging Contact: Melany Barnard-Fryer (CEO) Amier Mohammed (L/S) Ralph Williams (ETQA)</p>	<p>Tel: 021 949 1463 Tel: 011 699 3060/1 Fax: 021 949 1468 Fax: 011 699 3066</p>	<p>melany@mapppp-seta.co.za amier@mapppp-seta.co.za ralph@mapppp-seta.co.za www.mapppp-seta.co.za</p>	<p>Postal PO Box 1084 HONEYDEW 1040 Street 1050 Printech Avenue Lazer Park HONEYDEW</p>
16.	<p>MQA Mining Qualifications Authority Contact: Liwuhwani Nengovhela Xolisa Ngikelana (L/S) Keith Charles (ETQA)</p>	<p>Tel: 011 630 3500 Fax: 011 832 1027</p>	<p>nicolej@mqa.org.za xolisan@mqa.org.za keithc@mqa.org.za www.mqa.org.za</p>	<p>Postal Private Bag X118 MARSHALLTOWN 2017 Street Union Corp Building 78 Marshall Street MARSHALLTOWN</p>
17.	<p>MERSETA Manufacturing, Engineering and Related Services Education and Training Authority Contact: Raymond Patel (CEO)</p>	<p>Tel: 011 544 1316 Fax: 011 484 9319</p>	<p>bvanstraaten@merseta.org.za www.merseta.org.za</p>	<p>Postal PO Box 61826 MARSHALLTOWN 2107 Street 3rd Floor Metropolitan Park 8 Hillside Road PARK TOWN</p>
19.	<p>SASSETA Police, Private Security, Legal and Correctional Services Contact: Vuyelwa Penxa (CEO) Themba Mhlambo (L/S) Anika Jacobs (ETQA)</p>	<p>Tel: 011 805 0084 Fax: 011 805 6630</p>	<p>vpenxa@poslecseta.org.za tmhlambo@poslecseta.org.za ajacobs@poslecseta.org.za www.poslecseta.org.za</p>	<p>Postal PO Box 7612 HALFWAY HOUSE 1685 Street 19 Richards Drive Gallagher Estate MIDRAND</p>
20.	<p>AGRISETA Primary Agriculture Education and Training Authority Contact: Machiel van Niekerk (CEO) Fanny Phetla (L/S) Tebogo Mmotla (ETQA)</p>	<p>Tel: 012 325 1655 Fax: 012 325 1677</p>	<p>machiel@paeta.co.za www.agriseta.org.za</p>	<p>Postal PO Box 26024 ARCADIA Pretoria 0007 Street Paeta Building 52 Belvedere Street ARCADIA</p>

No	Name	Numbers	Email	Address
21.	PSETA Public Service Sector Education and Training Authority Contact: Renee Deschamps (CEO) Lawrence Tsipane	Tel: 012 314 7208 Fax: 012 323 2386	renee@pseta.gov.za lawrencet@dpsa.gov.za	Postal Private Bag X916 PRETORIA 0001 Street Transvaal House Cnr Vermeulen and Van der Walt Streets PRETORIA
23.	SERVICES Services Sector Education and Training Authority Contact: Ivor Blumenthal (CEO)	Tel: 011 715 1800 Fax: 011 726 4416		Postal PO Box 3322 HOUGHTON 2040 Street 14 Sherbourne Road PARKTOWN
25.	THETA Tourism and Hospitality Education and Training Authority Contact: Mike Tsorefetsi (CEO)	Tel: 011 803 6010 Fax: 011 803 6702	mike@theta.org.za	Postal PO Box 1329 RIVONIA 2128 Street HITB 38 Homestead Road RIVONIA
26.	TETA Transport Education and Training Authority Contact: Dr. Piet Bothma	Tel: 011 781 1280 Fax: 011 781 0200	piet@teta.co.za	Postal PO Box 1283 JOUBERT PARK 2044 Street 2nd Floor 344 Pretorius Street RANDBURG
27.	W&RSETA Wholesale and Retail Sector Education and Training Authority Contact: Joel Dikgole	Tel: 012 452 9200 Fax: 012 452 9229		Postal PO Box 9809 CENTURION 0046 Street Werseta House 224 Witch-Hazel Street Highveld Technopark CENTURION

Provincial Offices of the Department of Labour

Eastern Cape

East London Tel: (043) 701 3000

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Somerset West Tel: (021) 852 2535
Vredenburg Tel: (022) 715 1627
Worcester Tel: (023) 347 0152

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