



ADMINISTRATOR CIRCULAR 1 OF 2021

TO: ALL STAFF, COASTAL KZN TVET COLLEGE

Greetings to all members of staff, I hope this circular finds you well.

By way of introduction, I am the Administrator of Coastal KZN TVET College appointed by the Minister of Higher Education, Science and Innovation in terms of the Continuing Education and Training Act No 16 of 2006.

Let me take this opportunity to welcome all staff back to work and call for you to please keep your focus on the pursuit of a productive 2021 academic year.

It is my responsibility to ensure good corporate governance, effective and accountable management and the application of due process, policies and procedures by parties representing the College.

This requires that all staff should continue to be ethical and effective while delivering good performance, applying effective internal controls, ensuring that all stakeholders of this College work to meet the needs of students and deliver on the legislated mandate.

I wish to emphasize our government's appeal to all persons in South Africa to heed Covid-19 pandemic mitigation measures. Accordingly, wear masks at all times while in public, maintain social distance, wash hands and sanitize regularly.

I wish you all the best for 2021 and look forward to your ongoing support.

Yours Sincerely,

NDODA BIYELA
ADMINISTRATOR: COASTAL KZN TVET COLLEGE
DATE: 12 JANUARY 2021