

CAPRICORN TVET COLLEGE



**INFORMATION COMMUNICATION AND TECHNOLOGY
(ICT) COMMITTEE CHARTER**

COLLEGE SITES:

**CENTRAL OFFICE
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA**

Charter Developed: 01/ 02/ 2023

**Approved by
ICT Committee: 22/ 02/ 2023**

**Approved by
Council: 23/ 03/ 2023**

W. B. Mofokeng
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Council Chairperson

Next revision date: 09/05/23
November 2025

VISION OF CAPRICORN TVET COLLEGE



“A dynamic Technical Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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A. AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Reviewed by	Approved By	Date

B. Name of TVETC: CAPRICORN TVET COLLEGE

IT Committee Charter

Department: Governance

Responsibility: Accounting Officer

<p>_____</p> <p>Prepared and submitted by the Accounting Officer to Council</p> <p>Date: _____</p>	<p>_____</p> <p>Prepared and submitted by the Accounting Officer to Council</p> <p>Date: _____</p>	<p>Implementation date:</p> <p>Date: _____</p>
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1. Legislative framework and best practices

Key principles contained in the following legislation and best practices were applied to develop this charter:

- a) The South African Constitution Act No. 108 of 1996;
- b) Further Education and Training Colleges Act No. 16 of 2006, as amended;
- c) Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999)(PFMA);
- d) National Treasury Regulations of March 2005; e) The Companies Act No. 71 of 2008'
- f) King Report on Corporate Governance for South Africa 2002 ("King III"); and
- g) Protocol on Corporate Governance for the Public Sector 2002 ("The Protocol").

2. Purpose

2.1 Best practice corporate governance principles requires Council to establish an IT Committee.

2.2 The purpose of this Charter is to:

- a) Establish the terms of reference of the IT Committee;
- b) Ensure that decisions around Information and Communication Technologies are consistent with the ICT strategy of the College;
- c) Ensure that all activities are within the delegations as given by Exco/Council.

3. Definitions, acronyms and abbreviations

For the purpose of this charter, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

3.1 "Accounting Officer" — is the College Principal.

3.2 "Act" - is the CET Colleges Act No. 16 of 2006, as amended.

- 3.3 "CFO" — is the College Chief Financial Officer.
- 3.4 "College" - is a Public TVET College.
- 3.5 "Council"- is the Council of the College established in terms of the Act.
- 3.6 "DAP' — is the Delegation of Authority Framework.
- 3.7 "Department"; "DHET" — is the Department of Higher Education and Training.
- 3.8 "Exco" — is the Executive Committee of the College.
- 3.9 "IT Committee" — is the IT Committee of the College.
- 3.10 "TVET" — is Technical, Vocational, Educational and Training.

4. Reporting lines

- 4.1 Where the College has an Exco, the IT Committee will report to Exco.
- 4.2 Where an Exco does not exist, the IT Committee will report to Council.

5. Composition

- 5.1 The members of the College Council will elect the members of the IT Committee.
- 5.2 At least 50 per cent of the members of the IT Committee must be external persons who are members of the Council, besides the Accounting Officer and the CFO.
- 5.3 Where the Council has a member with extensive knowledge of ICT matters, that person shall be the chairperson of the IT Committee. If the Council does not have such a member, the chairperson of the IT Committee should be a member of Council with a strong financial or legal background.
- 5.4 The term of office of the IT Committee shall co-inside with the Council term for members elected by Council.
- 5.5 Members of the IT Committee shall be notified in writing of their appointment by the Chairperson of the Council, and their terms of reference shall be included in their letters of appointment.

6. Meeting Procedures

- 6.1 The IT Committee shall have a minimum of 4 meetings a year.
- 6.2 In the absence of the chairperson of the IT Committee, the committee may appoint any external member of the Council as chairperson for the duration of the meeting.
- 6.3 A quorum of 50%+1 members is necessary for the meeting to be properly constituted and proceed provided that at least two external members of the Council are present.
- 6.4 A Committee member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from the Committee.
- 6.5 Members shall be advised of the meeting date at least 14 calendar days prior to the meeting.
- 6.6 An agenda and meeting pack for the IT Committee shall be circulated to all members at least seven (7) working days before the meeting. Minutes of the previous meetings shall be included with the IT Committee pack.
- 6.7 All IT Committee recommendations shall be presented to Exco for submission Council for ratification.

7. Functions

The IT Committee is assigned the following functions:

- 7.1 Recommend for approval ICT strategies and plans that ensure the cost effective application and management of ICT systems and resources throughout the College usually codified as the ICT Strategic Plan.
- 7.2 Review current and future technologies to identify opportunities to increase efficiency of ICT resources.
- 7.3 Monitor and evaluate ICT projects and achievements against the ICT Strategic Plan.
- 7.4 Inform and make recommendations to the College Principal and Council on significant ICT issues.

- 7.5 Prioritise strategies and projects as High, Medium and Low so as to provide a true indication of the areas that need to be addressed first.
- 7.6 Take action to ensure that the ICT Strategic Plan is delivered within the agreed budget and timeframe.
- 7.7 Ensure that the College adopts a structured project management methodology that is used for all ICT initiatives and projects.
- 7.8 Consider new projects that emerge outside the ICT Strategies Planning Cycle and investigate the impact of their implementation on other projects, priorities, budgets etc. in the ICT Strategic Plan.
- 7.9 Ensure that the information architecture, systems architecture and technology platforms proposed in new projects are consistent with the strategic architecture and plans of the College.
- 7.10 Ensure that every project proposal and implementation plan achieves appropriate levels of user and stakeholder consultation and satisfaction.
- 7.11 Assess the quality and value of business cases prepared for new ICT project proposals and provide advice and recommendations to the Principal and Council on the merits of new project proposals.
- 7.12 Review and approve the detailed ICT project implementation plans and project management documents such as risk management and information security.
- 7.13 Monitor compliance with the law and industry practices/ standards and report any departures from the compliance arrangements to the Principal.
- 7.14 Review and make recommendations to the Principal in relation to areas of significant financial, legislative and personal risk that may arise as a result of any ICT activity as well as making recommendations and arrangements to contain the risk.
- 7.15 In performing its risk management, compliance and change management functions, the Committee may give attention to:
 - 7.15.1 Ensuring the technical staff have well defined change management and communication procedures;
 - 7.15.2 Data integrity, data protection and backup;
 - 7.15.3 Independent security and infrastructure audits;
 - 7.15.4 Ensuring that systems are in place to support teaching and learning;
 - 7.15.5 The effective monitoring and management of the material risks to which the College is exposed;

7.15.6 Establishing and monitoring policies directed to ensuring that the College complies with the law; and

7.15.7 Conforms to the highest standards of ethical behaviour.

8. Resources

The College should avail resources, as necessary, for the IT Committee to fulfil its mandate without prejudice and within the confines of the College statute.

9. Change of mandate

The IT Committee may not change the terms of this Charter nor act ultra vires to the mandate it is given without the prior approval of the College Council.

10. Remuneration

IT Committee members not holding executive office in the College or not employed in the public service, shall be remunerated for their services based on the guidelines issued by National or Provincial Treasury (issued in terms of paragraph 20.22 of the National Treasury Regulation, March 2005).

11. Adoption of Charter

This Charter is effective from the date on which it is adopted by the Council.

12. Availability of Charter

A copy of this Charter should be made available on the College website.

13. Review of Charter

This Charter will be subject to review by College management after three years to ensure its relevance.

Any recommended changes to the IT Committee Charter should be presented to the College Council for approval.

