

**CAPRICORN
TECHNICAL AND VOCATIONAL EDUCATION & TRAINING COLLEGE**




COLLEGE COUNCIL CHARTER

**CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA**

Charter Revised: 25 January 2022

**Approval of Charter for and on
behalf of College Council:**


.....
Chairperson of Council

Next revision date: January 2023

VISION OF CAPRICORN TVET COLLEGE



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

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn TVET 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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**CAPRICORN TVET COLLEGE
COLLEGE COUNCIL CHARTER**

1. CHARTER OBJECTIVES (*Declaration of Intent*)

- 1.1 This Charter establishes the purpose, authority and responsibilities conferred by the Department of Higher Education and Training on the Council of Capricorn TVET College, with respect to the carrying out of governance functions on behalf of the Minister of Higher Education and Training and DHET.
- 1.2 It has been prepared in order to support effective governance functions, consistent with Continuing Education and Training Act 16 of 2006 as amended.

2. TERMINOLOGY

- 2.1 **College** means Capricorn TVET College
- 2.2 **Council** means the College Council of Capricorn TVET College as established in terms of Continuing Education and Training Act 16 of 2006 as amended

3. ABBREVIATIONS:

- 3.1 **DHET** Department of Higher Education and Training
- 3.2 **FET** Further Education and Training
- 3.3 **CEO** Chief Executive Officer
- 3.4 **TVET** Technical Vocational Education and Training

4. GOVERNING PRESCRIPTS

Continuing Education and Training Act 16 of 2006 as amended.

5. GUIDING PRINCIPLES

5.1 COMPOSITION OF THE COUNCIL

- 5.1.1. The Council, as contemplated in Section 10 (4) of the Continuing Education and Training Act 16 of 2006 Act 16 of 2006, consists of –
- a) The principal;
 - b) Five external persons appointed by the Minister;
 - c) One member of the Academic Board elected by the Academic Board;
 - d) One lecturer elected by the lecturers of the College;
 - e) Two students of the College elected by the SRC;
 - f) One member of the support staff elected by the support staff of the College;
 - g) One external member representing donors; and
 - h) Four members contemplated in section 10(6) of the Continuing Education and Training Act 16 of 2006 with a broad spectrum of competencies in the field of education, finance, law, marketing, information technology and human resources management appointed by the Council in consultation with the Minister of Higher Education and Training.

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- 5.1.2. At least 60 per cent of the members of the Council must be external persons who are not employed by the DHET or Council, or are not students of the College.
- 5.1.3. The Council members contemplated in section 10(8) and (9) of the Continuing Education and Training Act 16 of 2006 as amended must have knowledge and experience relevant to the object and governance of the College.

5.2 FUNCTIONS OF THE COUNCIL

5.2.1. In terms of the Act and the College Statute, the Council governs the College.

Without derogating from the generality of subsection 5.1 the Council –

- a) Makes rules for the College;
- b) Establishes the Council committees and determines the composition and functions of each committee;
- c) Establishes; in consultation with the Academic Board, joint committee of the Council and the Academic Board to perform the functions of the Council and the Academic Board;
- d) Subject to the applicable policy, and the approval of the Minister of Higher Education and Training, determines the students' admission policy of the College, after consultation with the Academic Board;
- e) Determines and provides students support services after consultation with the SRC; N.B. Council approves policies submitted by management
- f) Subject to the approval of the Minister of Higher Education and Training, determines the language policy of the College, after consultation with the Academic Board;
- g) Determines the tuition fees, accommodation fees and only other fees payable by students as well as accommodation fees payable by employees;
- h) Approves the annual budget of the College; and
- i) May conclude a loan or overdraft agreement, with the approval of the Minister of Higher Education and Training.

5.2.2. Without derogating from the generality of subsection 5.1, the Council –

- a) Determines condition of service, code of conduct and privileges and functions of its employees and may, in the manner set out in the code of conduct, suspend or dismiss employees of the College; and
- b) May order an employee of the College who has been suspended to refrain from being on any premises under the control of the College and to refrain from participating in any of the activities of the College, or issue such other conditions as it may consider necessary.

5.2.3. The Council must, with the concurrence of the Academic Board-

- a) develop a strategic plan for the public College which must incorporate the

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- i. vision;
 - ii. mission;
 - iii. goals;
 - iv. planning for funding of the College;
 - v. address past imbalances and gender and disability matters;
 - vi. include safety measures for a safe learning environment for students, lecturers and support staff; and be approved by the Minister of DHET;
- b) determine the language policy of the public College, subject to the approval of
 - c) the Minister of HET;
 - d) ensure that the public College complies with accreditation requirements necessary to provide learning programmes in terms of standards and qualifications as registered on the National Qualifications Framework; and
 - e) the Council, after consultation with the Student Representative Council, must provide for a suitable structure to advise on policy for student support services within the College.

5.3 TERM OF OFFICE

- a) Internally elected members of Council hold office for a term of five years: provided that such a member remains eligible to be a member;
- b) Other members hold office for a period of five years: provided that such a member remains eligible to be a member; and
- c) Members of Council may not serve for more than two consecutive terms of office.

6. PROCEDURAL GUIDELINES

6.1. Meetings of Council

- 6.1.1. The Council has at least four ordinary meetings during each academic year.
- 6.1.2. Notice of any motion for consideration at the next ordinary meeting must be in writing and must be lodged with the secretary at least 21 days before the date determined by the Council for such meeting, provided that any matter of an urgent nature may, without prior notice, by consent of the chairperson and a majority of the members present, be considered at such meeting.
- 6.1.3. At least 14 days prior to the date of an ordinary meeting, the secretary gives due notice to each member of all the matters to be dealt with at such meeting and states the time and place of such meeting.
- 6.1.4. A special meeting may be called at any time by the chairperson.
- 6.1.5. A special meeting must be called by the chairperson at the request in writing of at least five members, if the objective of such meeting is clearly stated in the request, provided that at least seven days' notice of a special meeting is given.

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- 6.1.6. No business other than that for which the special meeting was called may be transacted at such meeting.
- 6.1.7. An emergency meeting may be called by the chairperson or, in his or her absence, by the principal at any time.
- 6.1.8. Notice of an emergency meeting may be given in any manner convenient under the circumstances.
- 6.1.9. The objective of an emergency meeting must be stated to members and no business other than that stated may be transacted at such meeting.

6.2. Committees of Council

6.2.1. The Council appoints:

- a) an executive committee.
- b) an audit committee
- c) a finance committee
- d) a conditions of employment committee;
- e) a planning and resource committee;
- f) an information communication and technology; and
- g) such other committees as may be required.

6.2.2. The composition and functions of the committees are determined by the Council.

6.2.3. At least 50 per cent of the members of a committee must be external persons who are members of the Council.

6.2.4. The chairperson of a committee must be a member of the Council.

7. ROLES AND RESPONSIBILITIES OF THE COUNCIL

7.1. The effective operation of the College Council is an integral part of the College's governance structures.

7.2. The Council of a public College must perform all the functions, including the development of a College statute, which is necessary to govern the public College, subject to the Continuing Education and Training Act 16 of 2006 and any applicable national or provincial law.

8. AMENDMENT OF CHARTER

The charter will be reviewed after the appointment of a new Council

9. IMPLEMENTATION AND REVIEW

This charter will be implemented the day on which it has been approved by the College Council and will be reviewed at the end of each year.

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