



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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All Principals – TVET Colleges

Dear Colleagues

3-YEAR HEFMA MEMBERSHIP FOR TVET COLLEGES

As part of the infrastructure support offered by the Department of Higher Education and Training (the Department) to the institutions, the Minister approved for all 50 Technical and Vocational Education and Training (TVET) Colleges, a once-off funding allocation for 3-year membership of the Higher Education Facilities Management Association (HEFMA).

HEFMA seeks to empower Facilities Managers of their member institutions to develop, maintain and sustain high quality facilities and infrastructure in their institutions. The objectives of the organization are as follows:

- To develop and maintain high quality standards in the facilities management of the physical infrastructure of campuses for Higher Education.
- To promote professional ideals and standards that would assure the best academic environment; and to engage in such other related activities as may be desirable or required to fulfil the objectives of the organisation.
- To provide the best professional service to Higher Education through constant education, information, and resource creation.

The Department has also identified HEFMA as a platform for institutions to collaborate in the development and maintenance of infrastructure/facilities. TVET Colleges need to collaborate with one another as well as with universities.

The 3-year TVET Colleges' HEFMA membership funded by the Department commences in January 2024 and lapses in December 2026. All TVET Colleges are requested to complete the attached HEFMA forms and email them to the HEFMA Administrator, Mrs Deedry Grundling (DeedryG@uj.ac.za), who can also be contacted on (011) 559-6470. Kindly copy the HEFMA Treasurer, Ms Yandisa Lengoasa (Yandisa.Lengoasa@smu.ac.za) when emailing the forms.

In completing the forms, kindly take note of the following:

- The Principal is the institutional member and the primary representative.
- The first associate member is the Deputy Principal under whose office facilities or infrastructure are located.
- The next associate member is the Deputy Principal: Finance (*if it is not the same Deputy Principal under whose office facilities or infrastructure are located*).
- The next associate member after the Deputy Principal(s) is the College's Head of Facilities or Infrastructure
- Colleges should assign the remaining associate members as they see fit.

Colleges that have already joined HEFMA do not need to complete the forms. Those that have already paid for membership from January 2024 onwards will receive a membership extension equivalent to the period they have already paid for.

The Department would also like to have a half-day online infrastructure workshop with the TVET Colleges to discuss the performance of TVET Colleges in the delivery and maintenance of infrastructure as well as the type of support available from HEFMA. The date and time of the workshop will be communicated as soon as they are finalized.

In conclusion, please do not hesitate to contact the Director: Infrastructure Support (*Mr. Tshiamo Moleme; email: Moleme.T@dhet.gov.za*) for any further information or clarity needed.

Yours sincerely



Ms Nolwazi Gasa

Deputy Director-General: Planning, Policy, and Strategy

Date: 22/01/2024

CC: Mr Sam Zungu, Deputy Director-General: TVET
Mr Bhekithemba Mlambo, Chief Director: Infrastructure and Projects