



higher education  
& training

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MAY 2021

*Skilling the Nation for Excellence*



**Cover: Former student risen  
above the odds - Pg.12**

**Artisanship: A pathway to  
greatness - Pg.6**

**The shadow pandemic of  
GBV - Pg.4**

**MyColMag**  
"Keeping You Updated"

**Vision**  
A leading institution in  
integrated education and  
training for sustainable  
development

**Mission**  
Provision of industry-aligned  
training and education  
programs for sustainable  
development

**Values**  
Innovation  
Integrity  
Team-work  
Excellence

# Editorial Comment

MyColMag is again proud to be your best reliable companion. As the editorial team, we made some substantial progress in all spheres of our respective duties since staff members, students and other stakeholders continued with their commitment to deliver their mandates. We present to you the latest captivating edition that consists of nothing but news value articles that you will absolutely enjoy reading.

The anxiety of COVID-19 has been with us for over a year since its outbreak in Wuhan city, China. In this edition, a qualified psychologist and dietician penciled down supportive articles about mental health and healthy balanced diet related to COVID-19. **You may read the stories in page 10 and 11.**

The edition also features a former student that has risen above the odds and is well on his way to unexplored zones. Alumni like Realeboga Mahlangu (**page 12**) is amongst a countless number of role models in the College. He is a living proof that anyone who is willing to go beyond their fears and push forward towards their desired dreams can make it. This is an inspirational piece for go getters.

The College takes great pride in its accomplishments and being at the hedge of skilling the nation for excellence, especially through infrastructure improvement since teaching and learning cannot take place without proper infrastructure. The roofing renovation and maintenance of various buildings at Mpondozankomo Campus is expected to make teaching and learning system more conducive. **Read the story in page 14.**

Those who would like to write to MyColMag are still at liberty to drop us an email at [info@nkangalafet.edu.za](mailto:info@nkangalafet.edu.za) and who knows, you might find your piece on the next edition.

Enjoy the read while waiting for the next edition.



**Cyril Mazibuko**



**Bernard Nkadimeng**



**Monica Bolibe**



**Madire Mashabela**

**Contributors:**

Nonkululeko Gladness Mahlangu  
Charlotte Mokomane

# Statement of the Principal



Mr CM Maimela - Principal

**“If you place kindness and compassion as the heart of what you do, you will create a ripple effect that will benefit the individual and the company in equal measure”-Glen Hall.**

We are faced with time of crisis, like never before. The current pandemic has taught us plenty of lessons, some were new, yet they were taken for granted. More than anything, we were all awakened and made to remember that humanity is key in our lives. If we do not care for one another, we will be doomed as a human race.

It was a wake-up call that we live borrowed lives, nobody really knows when and how that can be taken away. Let us continue to do our bits to fight for the end of this pandemic. Even so, know that everything will go back to normal. But together we can do more.

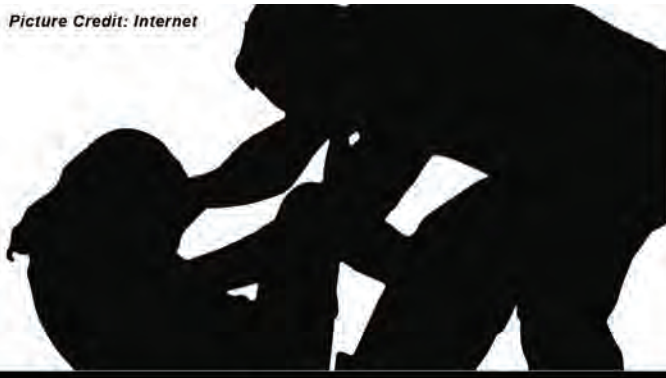
We have established a COVID-19 committee but the committee will not help minimize the impact of the virus or fight to manage the infections. Your efforts are the ones that have assisted the College and community to help curb the spread of the virus. That did not go unnoticed. Continue looking after your health because ultimately health is wealth.

The College needs all of you in good shape and spirit; to function to the maximum potential. Our academic results were affected in the past two years. We all need to commit ourselves to ensure that there are improvements, not for us but the people we serve, our students.

Auditors are here to perform their oversight and legislation mandates. Let us make the documents and information available when they request them for their case. Also, the College support functions cannot be compromised. We must maintain a healthy audit outcome.

The state of the economic affairs of this country is dire. The pandemic has a very negative impact on the already crippling economy. Our economic growth was not moving steady and now the effects of COVID-19 has made things worse. We are affected, our students' funding budget has been minimized.

**Mr C.M Maimela  
Principal, Nkangala TVET College**



# He broke me but I restored myself

By Anonymous

It never leaves, it stays behind like a stench of decomposing crops and it eats away the one who was violated and leaves nothing but a scorned woman that men use. I cannot love and when they try to love me, I push them away. I find it funny how the human psyche could be so cruel as to keep the dark memories intact, yet it is clear as day light what he did to me.

I was about four years old when he started touching me uncomfortably. I do not remember the feeling or I have chosen to forget it. The reason being; it makes it easier not to fall in to the trap that all victims fall for guilt and blaming themselves. My memories lack the feeling of fear, shame and guilt. I used to think it was all just a bad dream that I will wake up from, but then the guilt creeps in and the jury in my mind finds me guilty for my silence. If I had spoken sooner that little girl would not have been touched like I was, would not have been trembling and crippled with fear.

My tragedy is well known, what he did to me and family members debated amongst themselves whether he did it or not. His character was flawless. He had so much respect and he was respected more especially for loving and restoring dignity to a woman who had two children. He came in and loved her and the children as if they were his own, so why would this four-year-old girl lie about this man? Unless her mother puts her up to it. That is the only logical explanation.

My mother would have been burnt if it was a witch trial, and I would have still kept quite not only because I loathed myself for having to "allow" him to use my body for pleasure. I could not let my family be shamed. At the age of five, I understood the saying, "blood is thicker than water" when my own family proclaims he is innocent. Even with a mount of evidence, everyone in the family and around us said he was innocent and they believed that.

In their minds, they knew he was innocent, and I could not bring myself to tell the truth. How his hands felt on my skin? How avocado reminds me of him. For it was my reward for keeping our secret and how it came naturally for him to look at little girls as pleasure objects. How normal he made it out to be. That is why it took me so long to know that he broke me. So I picked up my broken self and protected my family by staying silent, and the little girl who was the next victim never got her justice and it haunts me. Maybe it is a victim classic move to blame ourselves, but I know that if I would have spoken out, he would not have had the opportunity to rape again.

However, the ruling for that will forever be out. He broke me, he left invisible scares and left me tainted. I will not be silent any longer. I will fight for all women whose voices are unheard. I will be their voice, and I will be loud for as women we are tired.

This happened many years ago and it still feels like yesterday's events. It has been a long terrifying journey. Being a poet helped me a lot, I started recycling what happened to me. I repeated it over and over again until I felt free to say I am the girl in the poem. Yet, surprisingly nobody noticed my pain, even when I started becoming silent. I started attending some rape survivor organizations that were over 150 kilometres away from my home. It felt better and easy to talk to someone I do not know. Being around people who understand my feelings and what I am going through.

I urge all the victims of Gender-Based Violence (GBV) to talk to someone they trust sooner, because the more you keep quiet about this, the more it eats you away. See my mistake was keeping quiet for years? I have never enjoyed my childhood, and I hated adolescence stage because I thought my body will start developing. I will become a victim again. Talking to someone, attending counselling or therapy helps to heal faster and have your life back.

#SayNoToGBV #ProtectAGirlChild

# INTERNATIONAL STUDENTS

## International students share their inspirations and love for Nkangala TVET College

The journey has begun as international students shape their futures in a strange country. Complexities of emotions and feelings eventually develop just when they crossed the borders. These fellows have found path to Nkangala TVET College after travelling hundreds of kilometers from their countries of birth for a better education in their College of choice.



### **Nonduduzo Simphiwe Tsabedze, Toursim level 4 in Waterval Boven from Nkamanzi, Swaziland**

The main influence that pulled me to join the College was its higher pass rate and the level of quality education offered. The realization developed after seeing my brother making it through the College that skills the nation for excellence. Moreover, I have discovered that the College is also characterized by diverse cultures, languages and values which are really fascinating to me. I have got used to the place and feel very much at home. People here are welcoming.



### **Fusi Tselane, Electrical Engineering N1 in Witbank Campus from Thaba-Tseka, Lesotho**

I enrolled for Electrical Engineering because I am passionate about electricity and want to change the narrative that engineering field is only suitable for males. I researched and found Nkangala TVET College as a suitable institution that can sharpen and advance my career after I came across a large number of its graduates, that are now qualified artisans in various companies that one can wish to be employed within. I admire the structure and location of the College, the landscaping is just natural and surrounded by a lot of mining industries and power stations, where one may just easily access job opportunities. The environment looks welcoming and people around here are friendly.



### **Tengetile Mlambo, Tourism Management N6 in Waterval Boven Campus from Mbabane, Swaziland**

It is a great opportunity for me to study at Nkangala TVET College because I spent the entire three (3) years struggling to find a suitable academic institution that offers Tourism qualification in Swaziland. The environment is so peaceful for me. I am able to study well with no distractions. Moreover, it goes hand in hand with the course that I am studying since Mpumalanga is one of the South Africa's top tourist destinations. The lecturing staff and students' leadership are supportive and contribute their whole-hearted efforts to ensure that no student remains behind when it comes to academic tasks. My stay in the College is fruitful and people around here have the spirit of Ubuntu, so I do not feel like I am an out-group at all.



### **Zamaphisa Mlambo, Electrical Engineering N1 in Waterval Boven Campus from Mbabane, Swaziland**

Being an international student within Nkangala TVET College has helped me in understanding the importance of diversity or oneness as an African. The environment here enables the College community in large to do things differently but with the aim of achieving some common goals as students.

I have been and still learning a lot since I have become the part of the institution. The lessons I get are significant and mind-opening in a way that I can definitely be able to cope and contribute positive inputs at the workplace that consists of employees from different cultural backgrounds.

# Artisanship: A pathway to greatness



*Some of the qualified Artisans*

There is a continuous need to produce qualified artisans to sustain industries and support the economic growth in the country. In a range of national strategies, the need for artisans has been elevated and identified as a priority area for skills development. As the College pay-offline implies, "skilling the nation for excellence", the institution continues to contribute significant impacts towards the National Development Plan (NDP) that states the country should be producing 30 000 qualified artisans per year by 2030.

Top of the World training center continues to produce world-class artisans that fly the flag of the College high out there. The center just produced the latest group of students, who qualified as artisans in mechanical (fitting), electrical and boiler-making, which is regarded as the largest group so far for Artisan Prior Learning (ARPL).

According to one of the beneficiaries, Amukelani Makhubela, a qualified fitter mechanic artisan says his experience acquired from the training center is valuable and has advanced his knowledge and skills within the trade. "Definitely, the College is skilling the nation for excellence. I have learned the basics of welding (gas and arc), gas cutting and blazing, measuring pump maintenance, gear box maintenance and so on. The whole-hearted efforts the facilitators added is highly appreciated. The training center teaches you to trust and believe in yourself. It builds up one's confidence so that they can be able to see and know their capabilities".

Mr Joourbert, a facilitator based at the center congratulates the group and says that the level of commitment students disclosed was overwhelming. "They passed their trades on their attempt. As the College, we are looking forward to achieve more and we hope that the industry will receive them with open arms. More well developed countries have invested on artisanship, so we will make sure that our students get trained with high precision and world class standard".

He further stated that the apprenticeships help the apprentices to acquire skills and guidance that enable them to be ready for the job market and to establish their own employment within their trades. "The performance, actions and energy that they put up will help them in the working field. The center hosts ninety (90) students per year and they are divided into three (3) groups of thirty (30) students per trade. We are planning to expand the number of apprentices we host per year at least by extra thirty (30)", said Mr Jooubert.

# ONE-ON-ONE INTERFACE WITH THE RECENTLY EMPLOYED HEAD OF SUPPLY CHAIN MANAGEMENT



Mr. Maphuti Maraba

## Briefly describe your personal and educational background

I grew up, buttered and roasted in the Limpopo Province in an area called Ga-Maraba predominately known as Mashashane. I have matriculated in a School affectionately known as Sekgopetjana Secondary School. After matriculating I obtained a National Diploma in Financial Management from Tshwane North TVET College, then proceeded to obtain a B-Tech in Finance and Accounting at Tshwane University of Technology in 2015. Amongst the qualifications is Project Management, Sports Management and Assessor.

I have started working as a Finance and Supply Chain Admin Officer from 2007 to 2011 in the City of Tshwane Metropolitan Municipality. In 2012, I joined Tshwane South TVET College as a Student Affairs Coordinator, later the same year till 2016 become the Acting Student Support Manager. In 2016 the NSFAS introduced the Student Centered model the college deemed it fit to second me to head the Financial Aid unit until the year 2018, which I believe I have handled work exceptionally well. In the year 2020 was again seconded to the Finance of Tshwane South TVET College to specialize with Project Accounting for all institutional projects.

I have served in various structures in the education spectrum as follows:

Chairperson of Gauteng South African Colleges Student Association (SACSA) - 2005

Council member Tshwane North TVET College: 2005/6

Tshwane South TVET from 2012-2019:

- Academic Board
- Student Support and Governance Sub-committee
- Financial Aid Committee
- Bid Specification Committee
- Bid evaluation Committee and Bid Adjudication amongst others

## When did you realise that you have a desire for procurement and finance?

I have always had interest in economics and accounting since from the secondary school life, value for money has always been my concern. Return on Investment (ROI) is of paramount important. I remember my secondary school days when we established sports committee, we have been contributing for several years to the coffers without sports, as coordinated as we were, we had to seek clarity as to why we are contributing and nothing is happening in relation to sports, arts and culture. I was then tasked to ensure that all students contributions for sports, arts and culture is accounted for, with the help of the school treasury we had to make the dreams of our fellow students realized, to have an active sport arts and culture.

## What are you aiming to achieve in Nkangala TVET College?

To manage the procurement of any entity prior treasury regulations and other legislative pieces, the following are vitally important: (1) Right quality, Right quantity, Right time, Right source, Right price and Right place. All sections or units in the College is our clients and most importantly the students in general. We deserve to treat their request as urgent as possible, all clients deserve equal treatment. I intend upholding the Preferential Policy Framework Act and pillars of the Supply Chain Management in my daily operation, subordinate legislation such the College council approved policies will be our daily bread in our operations.

## How do you think your career achievement and work experience will contribute towards the operative of the College?

Having worked for various units in the TVET environment, I have attained passion and discipline in the execution of my duties. I believe in a well-coordinated process flow chart whereby all parties involved in the administration know their roles and responsibilities, execute the work independently but importantly working as a team. It is very important for team members to align with the objectives set in the strategic plan and ensure that we deliver accordingly. I am one person who believes in "do the right thing and fear nothing".

## What is the biggest challenges facing supply Chain sections in the country?

The supply chain unit is the cornerstone of any organization. It makes or breaks the institution as demands comes from various parties across the institution and we must supply. Hence, the legislation makes provision for emergency procurement for things that are beyond our control. Lack of proper procurement planning might be very detrimental to the smooth running of the procurement unit. It might create a wrong image of skills and capacity of people involved the procurement unit as a result of inability to deliver within certain congested timelines. It is very important for units when compiling inputs for their annual budgets to attach delivery targeted dates for such items which in turn it becomes the procurement plan of the institution. But most importantly the procurement processes must be at all material time within the legislated framework.

# Council Workshop





# Support function for 2021 exit students



# HOW TO HANDLE MENTAL HEALTH DURING COVID-19



The COVID-19 pandemic has had major effects in our lives and these effects include a great deal of physical, social, emotional, mental, spiritual, economical changes and in an overall holistic spectrum. Emphasis is mostly given to the physical, such as the wearing of masks and social distancing, and also on the financial aspects, such as people losing their jobs due to lockdown regulations. However, the mental challenges that COVID-19 bring are not frequently addressed. The effects that this pandemic brings, shows clear conceptions of mental health distress, because according to South African studies, such distress is influenced by biological, environmental and many other day-to-day stressors (Schnittker, Freese & Powell, 2000).

With that said, factors influencing the notions of mental health based on the COVID-19 are inclusive of what we may devise as under a theoretical framework named the Biopsychosocial-Spiritual Model. The model is a framework which deduces factors of the biology, psychological, social and the spiritual in a sense that a person is recognised under these factors. The pandemic has hindered the growth of the holistic person based on these factors, for example, with the biology, the pandemic strongly affects the chronically ill, therefore putting strain on the person.

The body, mind and the environment all affect each another, meaning that the interrelation of these three components account for biological, psychological and sociologically interconnected spectra as systems of the body. Thus, bringing into play the gaps of socio-economic status, such as limited health services and even stigma towards this pandemic.

We need to consider and keep in mind that a holistic person may be affected in one way or another as the body talks of the virus itself, loss of lives, death, the mind dealing with anxiety, stress, fear, worry; and the environment, limited interactions, businesses deteriorating, losses of income; and the spiritual, churches closing, trauma of loss of loved ones. The impact of COVID – 19 on mental health is enormous and includes stress, anxiety, depression, loneliness, functional limitations, increased use of alcohol and substance use, insomnia or hypersomnia and an overall stance of bereavement hinders ones' mental health status.

In order to keep a stance of positivity, compassion and kindness towards one another, we need to understand and be cognizant of the fact that everyone is affected, if not infected. What we are facing now in the midst of this pandemic, is what we call Acute Traumatic Stress. What this means is that COVID-19 is a direct threat to our personal lives or the lives of others we know, by perhaps witnessing trauma through media, supporting others or experiencing it directly, by becoming ill or being in isolation.

We collectively need to stick to the COVID-19 regulations of wearing masks, continuously washing hands and sanitising, keeping a respectable 1.5 meter social distance, staying home and leaving the house only when necessary and avoiding crowded areas. Coping mechanisms towards a better mental health status during this pandemic and overall healthy ways to cope are as follows:

- Continue communicating with others virtually (social media, video calls, telephone calls)
- Keeping healthy, taking care of the body, physical activity (exercising, eating clean, reading books, doing research, resting, sleeping, avoiding excess alcohol consumption)
- Helping others cope (checking in on one another, but under compliance rules)
- Studying or enhancing qualifications
- Skills development (online short courses)
- Learning new skills (cooking, baking, knitting, playing chess)

These are the very few practical ways we can attempt to cope and keep our mental health prudent. However, we need to work hand in hand in order to avoid the spread of this virus, as everyone is affected. We all need to apply the nuances of self-reflexivity and also assist each other, but in that, applying the enquiry of compliance judiciously.

*This feature article was contributed by Nonkululeko Gladness Mahlangu, a psychologist and she can be contacted on 064 609 6373 for mental health related services.*

# Finding balanced diet during a pandemic



Picture Credit: Internet

Good nutrition plays an integral part in managing the COVID-19 infection. It is important to follow a healthy lifestyle for optimal health and overall well-being. One needs to understand the relationship between our bodies and the food intake we should consume. Tips to maintain a healthy balanced diet include but not limited to the following:

## Tips to maintain a healthy balanced diet

- Eat plenty of fruits and vegetables at least five (5) portions per day. Fruits and vegetables contain vitamins and minerals which support and maintain proper immune functions. They contain fibre which is good for gut thereby preventing or treating constipation, piles and colon cancer.
- Eat variety of meals to obtain various nutrients from different food groups
- Ensure that your diet contains healthy fats and oils with Mono-Unsaturated Fatty Acid (MUFA) and Poly-Unsaturated Fatty Acid (PUFA) such as avocado, safflower oil and sunflower oils which support the immune system
- Include legumes such as beans, split peas, lentils; nuts (cashew/ peanuts, almonds) in your diet
- Eat fish at least three (3) times a week - fish contains Eicosapentaenoic Acid (EPA), Docosahexaenoic Acid (DHA) and vitamin D which assist in strengthening the immune functions
- Have milk or yogurt at least two (2) servings daily to obtain calcium
- Include lean meat, cheese, poached/ boiled eggs, grilled/ roasted/ boiled chicken in your diet
- Keep your body adequately hydrated. Drink at least two (2) litres of safe water per day
- Avoid too much consumption of food stuffs that are high in salt, fats and sugar as they increase chances of developing heart diseases, high blood pressure, diabetes mellitus and cancer, such food include; soft drinks, polony, vienna, russian, sausage and bacon.
- Use salt sparingly more often when preparing food
- Use the following to season your foods; parsley, basil, herbs, black and white pepper, garlic cloves, cinnamon, turmeric thyme, rosemary, coriander, ginger and cumin

## Non-nutritious tips to support a proper immune function

- Engage in an exercise at least thirty (30) minutes daily to improve overall health and well-being
- Avoid smoking
- Minimize stress
- Drink alcohol in moderation
- Have enough sleep at least eight (8) hours
- Get sun exposure for 15 - 20 minutes daily to obtain vitamin D
- Remember to wash your fruits and vegetables thoroughly under cold running water
- Always wash your hands with soap after visiting bathroom, before preparing food, touching your nose, hair, sneezing.



Mokomane Charlotte

Registered dietitian (SA). She is available for nutrition related lessons on 072 266 1896 or [mokomanecharlotte@gmail.com](mailto:mokomanecharlotte@gmail.com)

# How good is social media? Musician uses the platform for his music career



Realeboga Gontse Mahlangu (24), well-known by his stage name “Bob Mabena SA” is a Kwa-Mhlanga versatile musician, who embraces a variety of genres with ease. With over 10 000 followers on Twitter, Instagram and Facebook his musical content has over 4 000 views and is worthy paying attention to. Realeboga has had impact and success in the South African music industry.

He is one of the few young people, who understood the TVET sector at an early stage, whereby he had to leave the secondary level before reaching matric and registered for Civil Engineering and Building Construction (NCV) at CN Mahlangu campus in 2014 and completed in 2018. During his study period at the College, he had a pleasant time as he participated in a lot of extra mural activities such as choir and gumboots dance, the activities that he claims shaped the person he is today.

After completing his studies, he got employment as a plumber but because of his passion for music, he decided to do music full time. “I have always had the bits and hearts for music. I have sung in school and church choirs my whole life, so I cannot really state when I started with the music. But this life changing moment came in 2019 when I decided to take a wheel of my life and do what makes me happy and that was after a year I had been working in the construction sector. I was struggling to juggle both music and construction at the same time, and then I left my construction job and chose music because that completes me”, said Realeboga.

The power of social media platforms enabled the lad to get recognition in the music industry. “I used to record and upload videos everyday on social media platforms and tag well known artists, Disc Jockeys, radio personalities and anybody one can possibly think of until one of my videos reached DJ Maphorisa and that was the day that changed my life and recorded my biggest titled, “Drip Drip Juluka” featuring Dj Maphorisa, Kabza De Small and Tyler ICU. Thus far the track is making waves in the mainstream media”, said the lad as he could not suppress a triumphant tone.

His music can be accessible on his social media platforms whereby he frequently shares links of his great released songs and videos. He is @Bob\_MabenaSA on Twitter, Bob Mabena on Facebook and Bob\_MabenaSA on Instagram.

Nkangala TVET College would like to congratulate the young man on his achievements and wishes him nothing but the best in his musical career.

# Policy matters: Leave Policy

Taking leave is essential at the workstation. It stimulates good physical and mental health within the workplace and improves people's work-life balance, which reduces stress and unscheduled days off. The objective of the Department of Higher Education and Training (DHET) leave policy is to incorporate all prescripts applicable to leave of absence into a user friendly policy document which is fair to all the employees of the institution. The policy aims to inform officials of:

- The types of leave and circumstances under which the employer may consider authorizing an employee's leave of absence from work; and
- Employees' leave entitlement and conditions that the employee adhere to, to access the said entitlement.

Ms Thelma Theledi, a Human Resource Management official in the College takes us through the DHET Leave Policy. She supports the leave policy that says, "leave is one of the most important tools that need to be managed accurately by the supervisors in order to make sure that it is not misused by employees because it has some financial impacts in the institution". The policy has various types of leave including but not limited to; annual, sick, temporary incapacity, maternity, family responsibility and so on.

On the annual leave, the policy states that employees are entitled to take leave with full pay during each leave cycle of 12 months commencing on the 1st of January each year. The annual leave credits should be used within a period of 18 months where after, the unused credits will be forfeited. All employees must sign the leave form and ensure that it is approved by the manager or supervisor before taking the annual leave.

It further explains that an employee with more than ten (10) years and more service are entitled to thirty (30) leave days and the employee with less than ten (10) years' service are entitled to twenty-seven (27) leave days. Any leave taken in excess of the number of days entitled to, will be captured as leave without pay. Unused leave days for a current year will be forfeited by the 30th of June the following year.

On the sick leave, an employee is entitled to take thirty-six (36) days in a three - year cycle. If one fails to submit medical certificates as proof will be deemed as leave without pay. An employee can submit their sick leave through a relative or colleague if they are unfit to submit personally. A sick leave of three or more days must be accompanied by a medical certificate issued by a registered medical practitioner and a sick leave with less than three days can be taken without a medical certificate, but it can only be taken once in a period of eight weeks.

As supporting the policy, Ms Theledi clarifies that a temporary incapacity leave may follow if an employee has utilised all their sick leave days. Employee have to first utilize their normal sick leave of 36 working days, whether it is for example, a minor illness or a major operation. "Remember, all additional sick leave is dealt with in terms of the Policy and Procedure on Incapacity Leave for Ill-health system (PILIR)", she said.

An employee must apply for the temporary incapacity leave with full pay on the applicable application form. An employee should submit sufficient proof that he or she is too ill to perform their work. Once the Health Risk Manager has made a recommendation on the application, the employee will be notified of the outcome. If approved, it will be captured as temporary incapacity leave. If the application is declined, it will be captured as annual leave or leave without pay, the employee will indicate how it should be captured. Whereas, permanent disability applied when employees have degree of disability. A degree of disability must be certified by the Health Risk Manager as a permanent disability.

On the maternity leave, a female employee is entitled to four (4) consecutive calendar month's maternity leave. It can commence at any time from four weeks before the expected date of birth. An employee can commence with her normal duties in six weeks after the birth. "A doctor's note as a supporting document for the leave form is required", she advises.

According to the policy, family responsibility leave days taken will not exceed five (5) days in an annual leave cycle. Employees will be granted five (5) days per year for utilisation if an immediate member of the family dies. A death certificate must be submitted with the leave form as proof.

Ms Theledi on the closing statement emphasised that leave forms should be completed fully and have all three signatures before being submitted to the Human Resource Office for capturing. For more information, please contact the Human Resource Office at Central Office.



# Meet the colleague: The pleasantness of Hospitality



**Ms Khoza preparing meals**

Sindi Grace Khoza is a serving hospitality lecturer at Witbank Campus. She developed a passion for food preparation and serving at an early stage. “I used to cook and bake with my mother until I decided that I want to make a career out of this”.

Ms Khoza holds a National Diploma in Hospitality Management, which she obtained from Tshwane University of Technology (TUT) and a Postgraduate Certificate in Education (PGSE) from the University of South Africa (UNISA). “During my studies at TUT, I found out that hospitality does not only deal with food. But it is broad and there is a variety of interesting sub-fields within the profession. There is a lot of careers that come with hospitality industry like; financial accountant, marketing executive, safety officer, human resource, air carbine crew, travel and tourism coordinator and more”.

In 2011, she got an in-service training at Pastana Kruger Lodge for a period of six (6) months, that is where she started gaining her industry experience. Afterwards, she joined Shammah College in 2012 as a hospitality lecturer for the period of twelve (12) months. In 2013, she was a receptionist at Blatpaas Forever Resort then a year later she got an offer at Sivitsa Lodge as a waitress.

After the fruitful years that she spent in the sector, she then felt the need of using her education qualification and experience in the academic field. Her vision as a hospitality lecturer is to share her passion, aspirations and help students see the possibilities out there in the Hospitality field.

“Hospitality offers jobs that change all the time. We exist in a fast paced industry. The industry is one of the largest employment sector in the modern world with different jobs for any kind of a person; from the creative person to the corporate- minded. The possibilities are many, but many of the them still need to be created. It is up to us as mentors and teaching staff, to instil an entrepreneurial mentality in our students”, said Ms Khoza.

# Stay safe guidelines at work.



## Know

the symptoms. If you have them self isolate and contact your GP immediately



## Wear

a face covering on public transport\*



## Wash

your hands for at least 20 seconds when you arrive to work, and regularly through the day



## Stay

2m away from colleagues



## Have

fewer, shorter, smaller meetings



## Disinfect

regularly touched objects



## Don't

touch your face



## Practice

good cough /sneeze hygiene. Use your elbow or a tissue



## Open

windows and doors for ventilation



## Keep

a log of who you meet each day

Coronavirus  
**COVID-19**



Coronavirus  
**COVID-19**  
Public Health  
Advice

## COVID-19 symptoms include

- > high temperature
- > cough
- > breathing difficulty
- > loss of sense of taste or smell
- > flu-like symptoms

\* Not suitable for children under 13 and those who have difficulty wearing them