



**SAFETY AND SECURITY  
SECTOR EDUCATION AND TRAINING AUTHORITY**

**SASSETA WORKSHOP FOR BENEFICIARIES OF PIVOTAL  
DISCRETIONARY GRANTS**

**DATE:** 05 August 2022  
**TIME:** 08h00 to 14h00  
**VENUE:** 2Ten Hotel (Thohoyandou)

**PROGRAMME DIRECTOR: J. AMOD**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PRESENTER</b>
<b>PROCEDURALS</b>		
08h00 – 09h00	<b>Arrival and Registration</b>	All
09h00 – 09h15	Opening and Welcome	T. Mdontswa
09h15 - 09h30	Purpose of the Workshop	J. Amod
09h30 – 09h40	Introductions	Z. Zitha
09h40 – 10h25	Overview of Learning Programmes & Project Management	B. Witbooi
10h25 – 10h45	<b>Tea / Refreshments Break</b>	
10h45 – 11h30	Learner Registration Process and Templates	B. Letoaba
11h30 – 12h00	Invoicing and Payment Process	W. Moosa
12h00 – 12h45	Areas for Improvement	T. Maloka
12h45 – 13h00	<b>Closure</b>	T. Tshelwane
<b>13h00 – 14h00</b>	<b>Lunch</b>	