

## **Summary Report: 31 March 2012**

**This report reflects all activities that have been engaged in from 01 March 2012 to 31 March 2012.**

The following report provides details regarding the progress up to date on the management of the Kha Ri Gude Mass Literacy Project for the month of December 2011. The focus for this period was centred on the following:

- Receiving documentation and updating the system for payment and process payment of outstanding Coordinator/ Supervisor/ Educator stipends for the 2009 year;
- Receiving outstanding documentation and updating the system for payment and process payment of Coordinator/ Supervisor/ Educator stipends for 2010;
- Collection and capturing of outstanding 2010 Learner Assessment Portfolio's in order to action the final 2010 stipend payment for Supervisors and Educators;
- Receiving registration documentation for the 2011 Campaign from Coordinators;
- Capturing volunteer registrations on the Kha Ri Gude System;
- Quality Assurance of all captured volunteer data onto the system, which includes following up on all exceptions as listed in paragraph 1 of this report;
- Identity number verification of Volunteers with Department of Home Affairs;
- Capturing learner registrations on the Kha Ri Gude System;
- Collect and Capture the 2011 Learner Assessment Portfolio's; and
- Quality Assurance of all captured learner data onto the system, which will include following up on all exceptions.

Classes for the 2011 Campaign started on 1 June 2011 with classes for the deaf and blind starting on 1 July 2011.

### **1. Human Resources**

#### ***Registration Process – 2011 Volunteers***

The registration process started with the appointment of the Monitors and Coordinators for the 2011 Campaign. Once registered the registration forms were sent out to the appointed Coordinators for the registration of their structures for the 2011 Campaign. The Coordinators have finalised and submitted their completed registration forms for the 2011 Campaign. This included Volunteers as well as Learners for the 2011 Campaign.

Registration forms submitted by Coordinators for the 2011 Campaign were captured onto the system and were completed on 27 June 2011. This was in time to prepare for the payment of the first stipend. Information is captured onto the system and is subjected to a number of build-in tests. Registrations that comply with these tests are uploaded onto the production data base and only these records will be considered for payment. Registrations that have not passed these build-in test remains on the suspense data base until the data conflicts have been cleared. The following are table provides typical examples of information that needs to be confirmed and cleared to address the data conflicts:

All Exceptions	#Total
Bank account number *** is not unique	11
KRG ID : *** is not unique	7
KRG ID : *** of helper is not linked to a tutor	8
KRG ID : *** of helper is not linked to a supervisor	31
KRG ID : *** of tutor is not linked to the correct coordinator as per the National ID	8
KRG ID : *** of tutor is not linked to the correct supervisor as per the National ID	9
National ID is not in the specified format	8
National ID is not valid to compare or update Age/DOB of person	8
National ID is not valid to compare or update Gender of person	8
National ID is not valid to compare or update SA Citizenship	8
National ID number *** is not unique	4
Some of the mandatory fields are null	1
Supervisor with national ID *** was not found in the system.	40
Tutor with national ID *** was not found in the system.	8
<b>TOTAL EXCEPTIONS</b>	<b>159</b>

As can be seen the number of conflicts have decreased and the remaining conflicts will be cleared before payments is made to the individual volunteers. An additional test that was completed before payments are made was the verification of the volunteers through the Department of Home Affairs Database. The outcome of this was received and the exceptions were resolved prior to the payment for the June 2011 stipend is made.

Province	Super Coordinator	Monitor	Coordinator	Supervisor	Tutor	Tutor EPWP	Helper	Helper EPWP	Learner	Learner EPWP
1-Eastern Cape	2	9	44	860	7 013	2 537	3	44	105 083	43 291
2-Free State		3	16	304	3 105	142	0	7	49 778	839
3-Gauteng		5	27	483	4 929	142	2	8	76 691	2 266
4-KwaZulu-Natal		9	40	793	7 617	1 217	1	40	122 828	20 682
5-Mpumalanga		2	17	313	3 163	68	1	14	53 512	465
6-Northern Cape		0	2	42	299	132	0	1	5 260	2 377
7-Limpopo		7	30	592	5 924	152	4	39	101 080	1 947
8-North West		2	10	193	1 956	220	3	16	26 300	2 241
9-Western Cape		1	6	91	845	101	0	0	11 051	1 174
0-Unknown		0	0	0	0	0	0	0	7	0
<b>Total</b>	<b>2</b>	<b>38</b>	<b>192</b>	<b>3 671</b>	<b>34 851</b>	<b>4 711</b>	<b>14</b>	<b>169</b>	<b>551 590</b>	<b>75 282</b>

The following table provides a breakdown of the registered Volunteer structures as on 31 March 2012 for the Campaign:

<b>VALID REGISTRATIONS - 2011</b>				
<b>Province</b>	<b>Coordinator</b>	<b>Supervisor</b>	<b>Tutor</b>	<b>Helper</b>
Eastern Cape	44	860	9 550	44
Free State	16	303	3 248	8
Gauteng	27	488	5 089	9
KwaZulu-Natal	40	792	8 797	42
Mpumalanga	17	313	3 231	15
Northern Cape	2	42	429	0
Limpopo	30	592	6 074	42
North West	10	187	2 153	19
Western Cape	6	92	939	0
<b>Total</b>	<b>192</b>	<b>3 669</b>	<b>39 510</b>	<b>179</b>

The following tables provide an analysis of the profile of the volunteers registered for the 2011 Campaign.

**Volunteer Language per Province**

As can be seen the majority of language distribution for Volunteers are 25% English, 20% Xhosa and 18% Zulu.

Province - Type	Registration Totals	Afrikaans	English	Ndebele	Swati	Xhosa	Zulu	Sotho	Pedi	Tswana	Venda	Tsonga	Other
1-Eastern Cape	10 512	140	1 962	9	1	7 665	9	79	9	1	9	0	628
2-Free State	3 577	49	1 141	2	4	141	28	1 771	1	251	1	1	187
3-Gauteng	5 596	58	1 919	60	20	203	774	453	736	778	64	169	362
4-KwaZulu Natal	9 717	82	2 747	4	29	35	6 394	9	1	7	9	0	400
5-Mpumalanga	3 578	31	863	386	865	18	467	27	406	34	2	257	222
6-Northern Cape	476	19	146	1	0	1	2	1	0	248	1	0	57
7-Limpopo	6 748	46	1 396	23	5	3	9	94	2 914	38	952	907	361
8-North West	2 400	16	552	8	3	27	3	48	28	1 564	3	7	141
9-Western Cape	1 044	66	386	1	0	508	4	1	2	0	1	0	75
<b>Total</b>	<b>43 648</b>	<b>507</b>	<b>11 112</b>	<b>494</b>	<b>927</b>	<b>8 601</b>	<b>7 690</b>	<b>2 483</b>	<b>4 097</b>	<b>2 921</b>	<b>1 042</b>	<b>1 341</b>	<b>2 433</b>

## Volunteer Age per Province

The 2011 Campaign is supported by a large percentage of youth which is an indication that the Campaign is promoting the creation of jobs. The majority volunteers are between ages 21 to 40.

Province - Type	Registration Totals	Age 1-14	Age 15-20	Age 21-30	Age 31-35	Age 36-40	Age 41-50	Age 51-60	Age 61-70	Age 71-80	Age 81-90	Age 91+
1-Eastern Cape	10 512	0	529	4 522	1 759	1 635	1 697	317	47	6	0	0
2-Free State	3 577	0	213	1 768	589	494	410	90	10	3	0	0
3-Gauteng	5 596	0	284	1 898	749	881	1 242	438	91	13	0	0
4-KwaZulu Natal	9 717	0	726	4 819	1 435	1 197	1 248	261	29	2	0	0
5-Mpumalanga	3 578	0	170	1 359	520	608	784	122	13	2	0	0
6-Northern Cape	476	0	18	226	85	58	64	19	6	0	0	0
7-Limpopo	6 748	0	95	1 605	1 009	1 427	2 207	356	46	3	0	0
8-North West	2 400	0	138	961	394	382	416	99	9	1	0	0
9-Western Cape	1 044	0	76	394	173	180	159	57	4	0	0	0
<b>Total</b>	<b>43 648</b>	<b>0</b>	<b>2 249</b>	<b>17 552</b>	<b>6 713</b>	<b>6 862</b>	<b>8 227</b>	<b>1 759</b>	<b>255</b>	<b>30</b>	<b>0</b>	<b>0</b>

### Volunteer Gender and Disability per Province

As can be seen the majority of Volunteers are female with 400 disabled Volunteers registered for the 2011 Campaign.

Province - Type	Registration Totals	Gender				Disability			
		Male	Female	Unknown	None	Sight	Hearing	Physical	Other
1-Eastern Cape	10 512	1 284	9 228	0	10 372	102	37	1	0
2-Free State	3 577	539	3 038	0	3 449	25	103	0	0
3-Gauteng	5 596	896	4 700	0	5 562	29	5	0	0
4-KwaZulu Natal	9 717	1 333	8 384	0	9 617	92	6	1	1
5-Mpumalanga	3 578	430	3 148	0	3 507	32	38	1	0
6-Northern Cape	476	48	428	0	473	3	0	0	0
7-Limpopo	6 748	590	6 158	0	6 647	97	3	0	1
8-North West	2 400	336	2 064	0	2 333	38	29	0	0
9-Western Cape	1 044	175	868	1	1 017	1	26	0	0
<b>Total</b>	<b>43 648</b>	<b>5 631</b>	<b>38 016</b>	<b>1</b>	<b>42 977</b>	<b>419</b>	<b>247</b>	<b>3</b>	<b>2</b>

### Volunteer Education per Province

Province - Type	Registration Totals	Std 1	Std 2	Std 3	Std 4	Std 5	Matric Yes	Matric No
1-Eastern Cape	10 512	0	0	0	0	0	9 939	573
2-Free State	3 577	0	0	0	0	0	2 872	705
3-Gauteng	5 596	0	0	0	0	0	4 824	772
4-KwaZulu Natal	9 717	0	0	0	0	0	9 117	600
5-Mpumalanga	3 578	0	0	0	0	0	3 255	323
6-Northern Cape	476	0	0	0	0	0	371	105
7-Limpopo	6 748	0	0	0	0	0	6 085	663
8-North West	2 400	0	0	0	0	0	2 202	198
9-Western Cape	1 044	0	0	0	0	0	897	147
<b>Total</b>	<b>43 648</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39 562</b>	<b>4 086</b>

## Volunteer Employment per Province

Most of the Volunteers involved in the Campaign are currently unemployed and the Campaign provides a source of income to the Volunteers and their families.

Province - Type	Registration Totals	Employment Status (NO)	Employment Status (Yes)	DOE Official	Other Government Official	Private Sector	Informal Sector	UnKnown
1-Eastern Cape	10 504	9 628	751	300	153	80	56	162
2-Free State	3 575	3 195	251	38	68	92	29	24
3-Gauteng	5 589	4 466	1 028	206	228	250	129	215
4-KwaZulu Natal	9 701	7 994	1 621	805	278	215	103	220
5-Mpumalanga	3 567	2 881	627	225	174	84	44	100
6-Northern Cape	472	421	44	15	2	8	6	13
7-Limpopo	6 746	6 018	633	264	123	100	35	111
8-North West	2 391	2 065	289	112	68	39	15	55
9-Western Cape	1 042	814	217	25	28	63	34	67
<b>Total</b>	<b>43 648</b>	<b>37 482</b>	<b>5 461</b>	<b>1 990</b>	<b>1 122</b>	<b>931</b>	<b>451</b>	<b>967</b>

## Registration Process – 2011 Learners

The registration process started with the appointment of the Volunteers for the 2011 Campaign. Once registered the registration forms were sent out to the Volunteers for the registration of their learner structures for the 2011 Campaign. The Volunteers have finalised and submitted their completed registration forms for the 2011 Campaign.

Registration forms submitted by Coordinators for the 2011 Campaign were captured onto the system. The current registered learners are being vetted by a validity check on their ID numbers as well as comparing learners registered for previous years with this years registration process. Where there are duplications it is communicated to the Volunteers to rectify. Registrations that comply with these tests are uploaded onto the production data base.

The following provides a breakdown of the learners that are registered onto the system:

### Learner Language per Province

Province	Registration Total	Language												
		Afrikaans	English	Ndebele	Swati	Xhosa	Zulu	Sotho	Pedi	Tswana	Venda	Tsonga	Other	
1-Eastern Cape	149 772	5	12	1	-	149 573	12	-	1	-	65	5	98	
2-Free State	51 328	3 300	337	2 110	367	490	692	35 704	5 513	776	1 132	823	84	
3-Gauteng	79 984	1 064	5 330	3 283	10 071	16 632	7 517	1 033	5 142	24 586	909	4 278	139	
4-KwaZulu Natal	146 642	25	210	6	149	162	145 840	35	12	23	23	6	151	
5-Mpumalanga	60 404	38	68	4 723	5 771	1 349	4 059	426	7 762	29 654	839	5 580	135	
6-Northern Cape	9 122	627	3 017	517	1	1 515	32	227	1 205	1 571	15	388	7	
7-Limpopo	116 055	64	4 222	709	24	2 129	1 205	8 897	63 479	231	19 125	15 757	213	
8-North West	35 131	802	1 520	4	5 798	2 311	1 076	7 761	2 543	10 930	1 747	631	8	
9-Western Cape	12 475	3 466	1 286	7	-	2 695	40	3 780	1 009	19	19	130	24	
UNKNOWN	11	-	-	-	-	-	-	-	-	-	-	1	10	
<b>Grand Total</b>	<b>660 924</b>	<b>9 391</b>	<b>16 002</b>	<b>11 360</b>	<b>22 181</b>	<b>176 856</b>	<b>160 473</b>	<b>57 863</b>	<b>86 666</b>	<b>67 790</b>	<b>23 874</b>	<b>27 599</b>	<b>869</b>	

### Learner Gender and Disability per Province

Province	Registration Total	Gender			Disability				
		Male	Female	Unknown	None	Sight	Hearing	Physical	Other
1-Eastern Cape	149 772	44 289	104 528	955	149 630	47	84	11	-
2-Free State	51 328	15 735	35 081	512	51 284	31	8	3	1
3-Gauteng	79 984	25 217	53 863	904	79 886	43	24	19	11
4-KwaZulu Natal	146 642	41 167	104 377	1 098	146 479	95	25	32	10
5-Mpumalanga	60 404	17 681	42 140	583	60 361	14	11	13	5
6-Northern Cape	9 122	3 109	5 933	80	9 115	3	2	1	1
7-Limpopo	116 055	29 790	85 698	567	115 999	9	7	35	3
8-North West	35 131	11 424	23 467	240	35 110	5	3	8	5
9-Western Cape	12 475	4 345	8 028	102	12 472	-	2	1	-
UNKNOWN	11	3	8	-	11	-	-	-	-
<b>Grand Total</b>	<b>660 924</b>	<b>192 760</b>	<b>463 123</b>	<b>5 041</b>	<b>660 347</b>	<b>247</b>	<b>166</b>	<b>123</b>	<b>36</b>

## Learner Qualifications per Province

Province	Registration Total	Qualifications						
		Std 1	Std 2	Std 3	Std 4	Std 5	Matric Yes	Matric No
1-Eastern Cape	149 772	5 324	5 305	2 638	1 211	1 217	-	149 772
2-Free State	51 328	3 216	5 321	4 470	3 077	3 883	-	51 328
3-Gauteng	79 984	4 512	8 019	6 838	4 833	6 277	-	79 984
4-KwaZulu Natal	146 642	6 531	7 113	4 012	2 221	2 147	-	146 642
5-Mpumalanga	60 404	2 401	2 899	2 026	1 122	1 049	-	60 404
6-Northern Cape	9 122	600	870	635	412	382	-	9 122
7-Limpopo	116 055	3 540	4 646	3 356	2 232	2 258	-	116 055
8-North West	35 131	2 236	2 876	1 974	1 223	1 204	-	35 131
9-Western Cape	12 475	1 116	1 586	1 247	858	1 184	-	12 475
UNKNOWN	11	-	-	-	-	-	-	11
<b>Grand Total</b>	<b>660 924</b>	<b>29 476</b>	<b>38 635</b>	<b>27 196</b>	<b>17 189</b>	<b>19 601</b>	-	<b>660 924</b>

## Learner Age Distribution per Province

Province	Registration Total	Age									
		Age 1-17	Age 18-20	Age 21-30	Age 31-40	Age 41-50	Age 51-60	Age 61-70	Age 71-80	Age 81-90	Age 91+
1-Eastern Cape	149 772	370	1 807	18 888	24 577	30 370	30 849	21 517	14 368	-	693
2-Free State	51 328	257	826	6 278	8 180	11 105	10 579	7 486	4 055	-	241
3-Gauteng	79 984	518	1 161	11 148	15 363	18 505	15 613	9 636	4 486	-	236
4-KwaZulu Natal	146 642	351	1 749	17 349	26 044	32 697	27 958	17 815	8 713	-	484
5-Mpumalanga	60 404	217	679	7 765	11 143	14 293	12 020	7 670	3 975	-	254
6-Northern Cape	9 122	79	150	1 090	1 806	2 032	1 786	1 235	576	-	23
7-Limpopo	116 055	505	1 285	15 545	22 016	25 859	21 037	14 921	9 570	-	668
8-North West	35 131	205	629	4 718	6 109	7 561	6 975	5 039	2 391	-	121
9-Western Cape	12 475	89	278	2 437	2 882	2 687	2 154	1 152	501	-	12
UNKNOWN	11	-	-	3	3	-	-	2	1	-	-
<b>Grand Total</b>	<b>660 924</b>	<b>2 591</b>	<b>8 564</b>	<b>85 221</b>	<b>118 123</b>	<b>145 109</b>	<b>128 971</b>	<b>86 473</b>	<b>48 636</b>	-	<b>2 732</b>

## 2. Stipend Payments

### Volunteer Stipends for 2011

The following table provides an overview of the various levels of volunteers paid in the 2011 Campaign as well as the status of the authorised stipend payments.

DETAILS	Helper - Class 1	Volunteer Tutor - Class 1	Volunteer Tutor - Class 2	Supervisors	Coordinators	Monitors	Super Coordinators	Grand Total
<b>BANK CONFIRMED</b>	1 046 900	277 189 187	0	60 027 316	11 448 464	1 960 777	232 550	<b>351 905 194</b>
<b>BANK REJECTED</b>	102 600	1 122 530	0	65 000	26 005	10 402	0	<b>1 326 537</b>
<b>BANK PENDING</b>	0	0	0	0	0	1 500	0	<b>1 500</b>
<b>Extra payments</b>	2 850	1 460 370	0	65 000	0	5 201	46 510	<b>1 579 931</b>
<b>TOTAL BY MONTH</b>	<b>1 149 500</b>	<b>278 311 717</b>	<b>0</b>	<b>60 092 316</b>	<b>11 474 469</b>	<b>1 972 679</b>	<b>232 550</b>	<b>353 233 231</b>

### **3. Reports**

With the start of the 2012 Campaign a number of reporting templates have been developed enabling the Kha Ri Gude Unit to measure the progress and success of the project on a daily basis.

These reporting tools provide detailed and summary information regarding the state of the project. These reports cover detail regarding the following aspects of the project:

- Human Resources;
- Attendance;
- Stipends; and
- Procurement.

### **4. Procurement Management**

In anticipation of the start of the 2011 Campaign all administrative documentation were reviewed and adjusted where required. The 2011 training material was reviewed and material developers have adjusted where required. Request for Quotations have been sent out to all registered and approved suppliers of stationary and material. The submitted quotations received from the suppliers were evaluated and allocations were made with the Kha Ri Gude Unit. Final production and delivery schedules were received from the suppliers. All material required for the 2011 Campaign is printed and delivered as requested by the Coordinators.

The current procurement process has been revised in order to adhere to the requirements as set out in the Management Report issued by the Auditor General. In anticipation for the revised procurement process that needs to be adhered to we have:

#### **Completed Tasks**

- Compiled tender specifications for the main categories of procurement for the 2012 Campaign (Stationary and Logistical Support);
- Revised our Standing Operating Procedures to accommodate the revised process;
- Advertisement for the tenders that needs to be issued;
- Submission to the Departmental Committees;
- Request to Government Printing for the printing of all material and administrative documents;
- The tender specifications meeting have been held and specifications have been set out for DBE012; and
- Government Printers have been engaged, quotations have been received and authorised.

## 5. Learner Assessment Portfolio Submission

The classes for 2011 were completed at the end of November. The educators have submitted the completed portfolio's during December to their supervisors who in turn have submitted to the coordinators. During this period the supervisor and coordinator need to mark and moderate the submitted portfolios. Once completed the coordinator will contact the Campaign appointed distribution to collect the portfolio's and take to the warehouse. Once at the warehouse the portfolio submission is recorded as to who has submitted and how many portfolios' was submitted.

Once recorded the portfolios will be sent through for data capturing, data verification and upload to the data base for analysis and final payment. The following provide a view on the portfolio's already submitted:

PROVINCE	REGISTERED LEARNERS	LAP SUBMITTED	LAP OUTSTANDING	%
EASTERN CAPE	149 325	149325	0	100%
FREE STATE	50 835	45372	5 463	89%
GAUTENG	78 876	72665	6 211	92%
KWAZULU NATAL	145 216	134352	10 864	93%
MPUMALANGA	54 004	52981	1 023	98%
NORTHERN CAPE	7 643	6599	1 044	86%
LIMPOPO	110 152	101606	8 546	92%
NORTH WEST	28 405	28405	0	100%
WESTERN CAPE	12 190	12182	8	100%
<b>TOTAL</b>	<b>636 646</b>	<b>603487</b>	<b>33 159</b>	<b>95%</b>

## 6. SAQA Moderation

Prior to the scheduled Coordinators Workshop the management team met with the SAQA team. The operational arrangements for the workshop were confirmed. On 27 March 2012 we accompanied the SAQA team for a site visit to confirm LAP's submitted by the volunteers. During the visit the sample size for the moderation during the workshop was identified and the LAP's were extracted from the main group. Once moderated the LAP's will be recaptured onto the database to reflect the moderated outcome.

All mark sheets completed during the moderation was captured and handed back to SAQA to complete their report to the Department.

## 7. Financial Management

To date, 31 March 2012, a total of R 446,013,408.00 has been spent. This represents actual expenditure with a total of R 31,365,933.00 commitments for orders already placed and stipends authorised but rejected by the bank. This also included the finalisation of the financial statements for year closure.

The expenditure and commitments are broken down into the following line items:

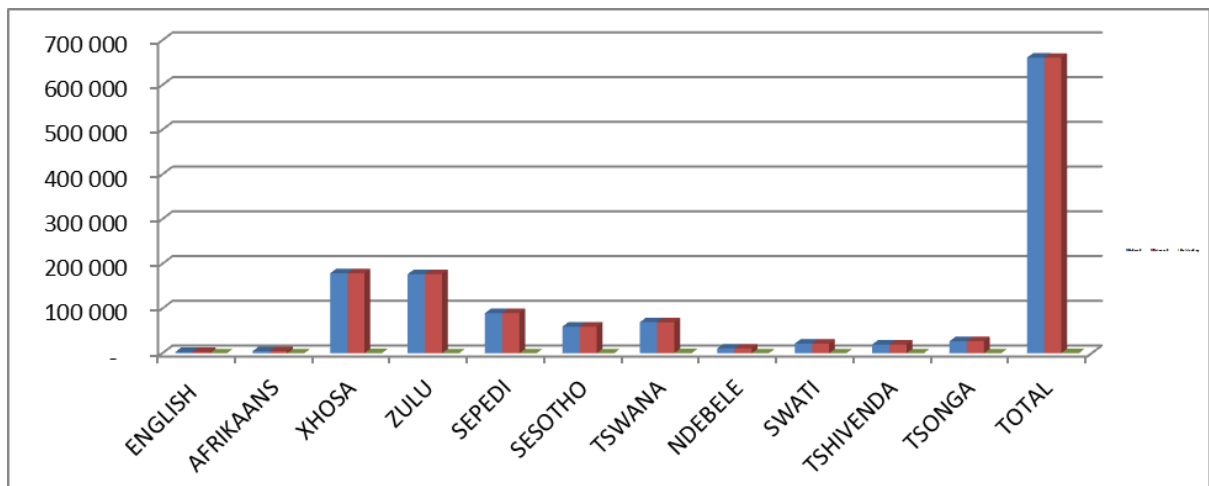
	31-Mar-2012	
	YTD Actual	Unpaid Commitments
	R	R
Advertising & Other	4 902	-
Bank Charges	928 881	-
Campaign Advocacy	1 403 592	-
Catering	2 796 405	28 400
Distribution Costs - Material	42 777 437	2 300 000
Master Trainers Workshop - Air Tickets	747 438	4 678
Master Trainers Workshop - Confer Facili	1 262 392	-
Master Trainers Workshop - Travel	184 471	29 878
Monitoring, Evaluation, Quality Control, Research, training aids and assistance	256 731	9 001
Other Special Needs requirements	16 100	1 285
Printing - Training Material - Learners	26 723 689	26 964 523
Printing - Training Material - Tutors	4 015 565	1 625 410
Printing - Contracts for Educators/Admin Docs	984 048	-
Printing - Special Needs	42 455	-
Other Personnel Costs	18 200	-
Stationery - Learners	7 032 750	-
Stationery - Tutors	1 629 100	-
Stipends - Co-ordinator	12 256 443	-
Stipends - Monitors	2 163 991	99 438
Stipends - Tutors (Volunteers)	278 951 698	221 521
Stipends - Supervisor	60 679 020	-
Stipends - Helpers	1 138 100	81 800
<b>TOTAL EXPENSES</b>	<b>446 013 408</b>	<b>31 365 933</b>

## 8. Logistics

Bonganie Rainmaker has been appointed as the official logistics and distribution supplier for the 2011 Campaign. All stationary and materials ordered for the 2011 Campaign will be delivered to their warehouse at 27 Brunton Circle, Edenvale from where the distribution will take place.

The following provides an overview of the material that were requested and delivered in anticipation of the classes starting on June 2011.

Learner Packs 2011 - Distribution Summary															
	E N G L I S H	A F R I K A A N S	X H O S A	Z U L U	S E P E D I	S E S O T H O	T S W A N A	N D E B E L E	S W A T I	T S H I V E N D A	T S O N G A	N U M E R A C Y	E N G L I S H 4 A L L	L A P	T O T A L
Ordered	2 843	4 746	178 886	176 759	89 832	59 690	69 461	10 841	21 469	19 605	26 961	661 093	661 093	661 093	661 093
Delivered	2 843	4 746	178 850	176 759	89 832	59 690	69 140	10 841	21 469	19 605	26 961	660 736	660 736	660 736	660 736
Outstanding	-	-	36	-	-	-	321	-	-	-	-	357	357	357	357
% Delivered	100.00%	100.00%	99.98%	100.00%	100.00%	100.00%	99.54%	100.00%	100.00%	100.00%	100.00%	99.95%	99.95%	99.95%	99.95%



## 9. Way Forward

The following activities are planned to take place during the next reporting cycle:

- **2010 Registration Process** – Collection and capturing of outstanding 2010 registration forms.
- **Registration Process** – Collection and capturing of outstanding 2011 registration documents to appointed Coordinators.
- **Registration Process** – Contact Volunteers to receive outstanding documents to rectify conflicts on the system, this included ID and banking details.
- **Stipend Payment** – Finalise outstanding payments for 2010 stipends for conducting of classes based on approved criteria and the submission of required documentation for 2010.
- **Rejected Payments** – Follow up on rejected payments to receive new banking details and resubmission of approved stipends.
- **Stipend Payment** – Collection, capturing and payment of Volunteer stipends for June 2011 to October 2011.
- **EPWP Registration** – Updating the EPWP database with the names of Volunteers (educators and helpers) for the 2011 grant.
- **Procurement** – Receive tender submissions on 02 March 2012;
- **Procurement** – Start evaluation process of tenders submitted and propose preferred service providers to the Kha Ri Gude Unit;
- **Learner Assessment Portfolio's** – schedule the collection of the completed Learner Assessment Portfolio's for data capturing.
- **Learner Assessment Portfolio's** – finalise data capture at the Data Centre of the completed Learner Assessment Portfolio's.
- **Stipend Payment (LAP)** – prepare to do the final stipend payment to volunteers that have submitted their LAP's for capturing.