



**AUTOMOTIVE TRAINING ACADEMY (Pty) Ltd.**

**ACCESS TO INFORMATION MANUAL  
(PRIVATE BODY)**

**PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION  
OF ACCESS TO INFORMATION ACT 2 OF 2000**

**Update: 25 January 2016**

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## 1. Purpose of the Manual in terms of PAIA

The purpose of this Manual is to assist people wishing to access information in terms of the PAIA from Automotive Training Academy.

## 2. Request for access to information

In the event that a person or entity requires access to information as contemplated in the Act, the requester must contact Johan Erasmus in terms of section 25(2) states that:

(2) If the request for access is granted, the notice in terms of subsection (1)(b) must state—

(a) **The access** fee (if any) to be paid upon access;

(b) The form in which access will be given; and

(c) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the access fee to be paid or the form of access 15 granted, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

(3) If the request for access is refused, the notice in terms of subsection (1)(b) must—

(a) State adequate reasons for the refusal, including the provisions of this Act relied upon;

(b) Exclude, from such reasons, any reference to the content of the record; and

(c) State that the requester may lodge an internal appeal or an application with a court, as the case may be, against the refusal of the request, and the procedure (including the period) for lodging the internal appeal or application, as the case may be.

## 3. Terms used in this document

Terms defined in the act shall have the meaning set out therein. Reference to sections shall be a reference to sections in the Act. The following has reference:

- Service Level Agreements (SLA):
  - Procon



- X-Factor
- C Track
- PeoNeo
- Desktop Executive
- Training and Development Documents
  - QMS

#### **4. Background of Automotive Training Academy**

The company was established March 2009, and is the provider of all training and Human Resources requirements for various companies in South Africa as well SADEC countries (See point 4.2 for current list)

This team have years of training and Human Resources experience, that includes Training and HR Management, administration, legislation and the facilitation of training within the manufacturing and related environment. We are accredited at the:

- Services Seta, No: 2664
- Transport Seta ,No: TETA13-326
- Merseta, No: 17-QA/ACC/0607/11
- ETDP Seta,
- HPCSA,

ATA is making use of various other providers to assist with training and development to facilitate “Specialized” training.

##### **4.1 Compliance:**

- Services SETA accreditation
- MERSETA accreditation
- Transport SETA accreditation
- Compliance to ASGISA requirements
- BEE Scorecard Rating: 4
- Registered, Facilitators, Assessors and Moderators
- South African Quality Institute (SAQI) member
- Psychologists are all registered at the HPCSA (Health professions Council of South Africa.
- Accredited IOP program at HPCSA

##### **4.2 Clients: (January 2016)**

- Nissan South Africa
- Ford South Africa
- UD Trucks
- Volvo SA Trucks
- SAS Automotive Plastic
- Universal Paper and Plastics

- Neopack
- SSI
- BMW SA
- C Track
- Silverton Manufacturing via PeoNeo
- Keajer
- Wolf Logistics
- AIDC
- Indibano Auto

### 4.3 Financial administrators and Auditors

#### J & M Oosthuizen

##### - Contact information

- Michelle Oosthuizen auditor
- Tel no: (012) 548 0099

### 4.4 Achievements:

- “Training academy” at Manturbo (Artisans + Learnership) /30 students
- “Heavy equipment training initiative” at Sentula Mines (Witbank)./60 learners
- Supporting FSA training project/s – preparing the operators for “New Product launch & Exports” (14 facilitators full time)./550 employees
- NSA Technical Skills and Supervisory training/AMIC./800 employees
- Supporting NSA in “Preparing for : SHIFT Program”./100 learners
- ESKOM/Water purification project (Kushile)in Middelburg (Artisan training)./14
- Faurecia & SAS Automotive Plastics (and other suppliers) training and HR Services./400 employees
- Forklift/Tow motor/tractor training (NSA/Rennies Logistics/ et al). 100 students p/m
- “Mobile training centre” – Atlas Copco. (Enterprise development) Draft/concept
- UD Trucks – AMIC/ Technical Training/ 140 employees
- Employment satisfaction- Developed a “very unique method”
- Developed and accreditation training qualification : “New Venture Creation”, no NLRD-49648: National Certificate: New Venture Creation (SMME)
- Accreditations:
  - NLRD-48915: FET Certificate: Manufacturing and Assembly Operations – Supervision.
  - NRLD-242074: Operate Counterbalanced Lift Truck.
  - NRLD-14348: Effective Telephone Management
  - NLRD-65809: National Certificate: Automotive Manufacturing and Assembly.
  - NLRD-71950: National Certificate: Automotive Components; Manufacturing and Assembly (Level 2).
  - NLRD-71989: National Certificate: Automotive Components; Manufacturing and Assembly (Level 3).
  - NLRD-23253: National Certificate: In Manufacturing ; Engineering and related activities

- NLRD-50334: National Certificate: Occupational Directed Education, training and Development practices.(Level 5)
- NLRD-50331: National Certificate: Occupational Directed Education, training and Development practices (Level 6).

## **5. Organisation Details**

### **a. Name**

*Automotive Training Academy (Pty) Ltd.  
( ATA Training)*

### **b. Registerd address**

*107 Blinkblaar Avenue  
Wonderboom  
0159*

### **c. Operational address**

*Carviance Building (multi franchise Renault/Kia Motors)  
Cnr Lavender and Braam Pretorius Avenue  
Wonderboom*

### **d. Postal address**

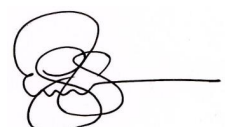
*P.O. BOX 979  
Montana Park  
0159*

### **e. Contact details**

*Tel: +27 (0)87 350 3580/1  
Cell: +27 (0)82 784 7668  
Fax: +27 (0)86 631 4811*

### **f. Website address of your organisation**

[www.atatraining.co.za](http://www.atatraining.co.za)



## **6. Details of the information officer**

*Quality Management Representative: Celeste Olivier*

*Cell: +27 (0)82 820 7734*

*Email: celeste@atatraining.co.za*

## **7. Section 51(1) (c)**

In terms of Section 52, ATA may, on a voluntary and periodic basis, submit to the Minister a description of categories of records which are automatically available without a person having to request access in terms of this Act. This includes records which are available:

- for inspection
- for purchase or copying from the private body; and
- from the private body free of charge

***The following ATA records have reference:***


- The Quality Management System (QMS)
- Training materials and course content
- Training attendance records

Should a requester wish to access the above mentioned records, he/she should contact Johan Erasmus (Director of Automotive Training Academy). Consequently Celeste Olivier (Quality Management Representative) will make the information available to the requester.

## **8. Section 51(1) (d)**

The manual must describe those records which a private body must make available in terms of any other legislation. It is recommended that on completing this portion of the manual, information officers should consult with their Secretarial and Legal Services for input and guidance. In the process, it is recommended that the following legislation be considered. This list is by no means exhaustive, and is intended to serve as a guide only.

- Arbitration Act 42 of 1965



- Basic Conditions of Employment Act 75 of 1997
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Competition Act 89 of 1998
- Consumer Protection Act 68 of 2008
- Copyright Act 61 of 1978
- Electronic Communications and Transactions Act 25 of 2002
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Insolvency Act 24 of 1936
- Insurance Act 27 of 1943
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 85 of 1993
- Protection of Businesses Act 99 of 1978
- Short-term Insurance Act no. 53 of 1998
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991

#### **9. Section 51(1) (e)**

This section of the manual must set out a description of the subjects on which your organisation holds record, and categories of records held on each subject. These include operational records of your organisation utilised in the day to day running and administration of its administration, such as:

- Accounting records
- Information Technology
- Intellectual Property
- Personnel Records
- Sales and Marketing
- Statutory Company records
- Client Databases
- Internal Phone lists




- Directives
- Minutes of Meetings
- Administrative information
- Training Material
- Quality Management System (QMS)
- Seta – Policies & System Procedure:
  - Administrative & Communication
  - Assessment Management
  - Document & Record Management
  - Financial Management
  - Health & Safety Management
  - Human Resources
  - Learner Entry, Guidance & Support
  - Learning Program Development, Delivery & Evaluation
  - Management System Review
  - Marketing
  - Quality Policy
  - Registration & Accreditation
  - Reporting
  - Resource Management
  - Staff Selection, Appraisal & Development
  - Strategic Management
  - Work Site Management
  - Customer Complaint Form/Customer Service Policy
  - HIV/AIDS
  - Leave Benefit
  - Code of Conduct & Compliance
  - Equal Opportunity

## **10. Requesting Procedure**

A person who wants access to the records must complete the necessary request form, as set out in Annexure 1, and the completed form must be sent to the address or fax number provided in this manual, and marked for the attention of the information officer:

### **Postal address**

*P.O. BOX 979  
Montana Park  
0159*





## **a. Contact details**

*Tel: +27 (0)08 350 3580*

*Cell: +27 (0)82 784 7668*

*Fax: +27 (0)86 631 4811*

The requester must indicate which form of access is required, and identify the right that is sought to be exercised or protected, and provide an explanation of which the requested record is required for the exercise or protection of that right. Proof of the capacity in which the requester is requesting the information.

## **10.2 Availability of the information requested**

10.2.1 This requested information is available for inspection by the general public upon request during office hours and there is no charge for viewing the manual at our offices (*Automotive Training Academy Head Office, Annlin, Corner of Lavender and Braam Pretorius*). Copies of the manual may be made available subject to the prescribed fees.

10.2.2 Copies may also be requested from the South African Human Rights Commission at the address indicated below.

## **10.3 Fees**


A requester who seeks access to a record containing personal information about that requester is not required to pay the request fees. Any other requester who is not a personal requester must pay the required fee:

10.3.1 A fee will be required by the head, Johan Erasmus, before further processing of the request in terms of S54 of the Act

10.3.2 A requester fee of R1000.00 should be paid; this amount will be refunded should the request for access be refused

10.3.3 A portion of the access fee of R500.00 may be required before the request is considered

10.3.4 The requester may lodge an application with a court against the payment of the request fee in terms of S54(3)(b) of the Act



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10.3.5 The head may withhold a record until the requester has paid the applicable fee

#### **10.4 Details of the South African Human Rights Commission**

Any queries with regard to this manual should be directed to:

**The South African Human Rights Commission; PAIA Unit**

**Research and Documentation Department**

**Private Bag 2700**

**Houghton**

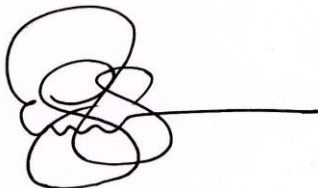
**2041**

**Phone: 011 484 8300**

**Fax: 011 484 0582**

**Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**

**Website: [www.sahrc.org.za](http://www.sahrc.org.za)**

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**Signature:**

**JJ Erasmus :**

**Capacity: MD – Automotive Training company (ATA)**

**Signed at Wonderboom, Pretoria, on the 26<sup>th</sup> day of January 2016**