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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NO. 7140 **17 February 2026**

CONTINUING EDUCATION AND TRAINING ACT, NO. 16 OF 2006

APPOINTMENT OF AN ADMINISTRATOR INTO THE AFFAIRS OF THE COLLEGE OF CAPE TOWN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE IN TERMS OF SECTION 46(4) OF THE CONTINUING EDUCATION AND TRAINING ACT, NO. 16 OF 2006

I, KGWARIDI BUTI MANAMELA, Minister of Higher Education and Training, empowered by section 46(4) of the Continuing Education and Training Act, No. 16 of 2006 ("CET Act"), hereby appoint **Dr Robert Nkuna** as Administrator for the College of Cape Town, a public college, established in terms of section 3 of the CET Act, with head offices situated at 334 Albert Road, Salt River, Cape Town, Western Cape Province, organised into eight (8) campuses within the City of Cape Town, to take over the functions of council and management for a period not exceeding TWO years (2) year, effective from the date of publication of this Notice.

The terms of reference for the appointment of the Administrator are herewith contained in the Schedule attached to this Notice.



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KGWARIDI BUTI MANAMELA, MP

MINISTER OF HIGHER EDUCATION AND TRAINING

DATE: 17 February 2026

SCHEDULE

TERMS OF REFERENCE

ADMINISTRATOR APPOINTED FOR THE COLLEGE OF CAPE TOWN TECHNICAL AND VOCATIONAL EDUCATION AND TRAININIG COLLEGE

BACKGROUND

The appointment of an Administrator is necessitated by a series of complaints by various persons and stakeholders to the Department of Higher Education and Training including the Parliamentary Portfolio Committee on Higher Education. This was preceded and followed by various intervention measures intended to stabilise the College of Cape Town, Technical and Vocational Education and Training College (TVET) into optimal effective functioning public college. The complaints and interventions revealed the collapse of governance and oversight, weak and poor management, institutional decay, collapse of working relationships, corruption coupled by maladministration and irregularities, procurement manipulation, collapse of policy and regulatory environment and the adverse impact on learning and teaching morale.

These events led to the appointment of an investigator in terms of section 46(1) of the CET Act, with clearly set out terms of reference published in the Government Gazette Notice No. 7034 under the Government Gazette No. 54027 published on 28 January 2026 read with the Government Gazette Notice No. 7079 in the Government Gazette No. 54073 published on 2 February 2026. The report of the investigator, empowered by section 46(2)(b)(ii) of the CET Act, suggested the appointment of an administrator as an appropriate measures to resolve and restore governance and management at the College of Cape Town.

HENCEFORTH, empowered by section 46(4) of the CET Act, and upon revelation in the investigator's report of financial and other maladministration of a serious nature, coupled by a serious undermining of the effective functioning of the college, **elect** to appoint an Administrator, for a period not exceeding TWO (2) years. The Administrator shall take over the authority of the council and management of the College of Cape Town, perform functions relating to governance and management on behalf of the college, and ultimately ensure that a new Council is constituted.

TERMS OF REFERENCE

ADMINISTRATOR APPOINTED FOR THE COLLEGE OF CAPE TOWN TECHNICAL AND VOCATIONAL EDUCATION AND TRAININIG COLLEGE

NOW, the existing Council of the College of Cape Town is in terms of section 46(6) of the CET Act deemed to have resigned.

A: **OBJECTIVES OF APPOINTMENT**

1. The objective of appointment is to ensure that the College of Cape Town is stabilised and its affairs and operations are restructured. To achieve the objective, the Administrator will focus amongst other things, on the performance key areas identified hereunder and develop the **Administrator's Stabilisation Plan** ("ASP") for approval by the Minister before implementation with key performance areas, and a project management plan outlining:
    - goals, objectives, success metrics.
    - schedule and milestone focusing on timeless, dependencies, key dates.
    - risk management outlining risk and mitigation strategies.
    - communication plan on reporting methods and frequencies to track performance, progress, success and breakthroughs.
    - Roles and responsibilities including team members and key stakeholders.
2. The objective performance areas include:
    a) Administrative functions.
    b) Academic matters.
    c) Operational functions.
    d) Financial functions.
    e) Student and labour matters.
    f) Stakeholder liaison functions.
    g) Student and labour matters.
    h) Governance functions.

i) Institutional accountability and compliance.

B: **SCOPE OF WORK AND FUNCTIONS OF THE ADMINISTRATOR**

The general scope of the work and functions include to take over the role, powers, functions, duties of council and management of the college of Cape Town; to initiate processes and initiatives that will restore proper governance at the college; to restore relationships and confidence of personnel; ensure compliance with applicable prescripts and reconstitute the council in terms of the Act and applicable Statute.

In performing his functions, the Administrator with approval may appoint any other person with suitable knowledge and experience to assist him in the performance of these functions.

Where necessary, the Administrator may request the Minister to appoint a forensic investigator to perform in-depth investigations and recommend consequence management for implementation.

The Administrator shall have uninterrupted access to all to records, decisions, resolutions of council and management.

3. **Administrative functions**

a) to review, assess, consider and turn around existing administrative systems, controls and their effectiveness and efficiency and put in place measures to improve, manage risk, and to propose and implement mitigating strategies.
b) to review, consider the strategic plan in consultation with the relevant Departmental officials and any council resolution(s) related to same.
c) to review, assess and consider discipline and consequence management policies and procedures and strengthen and consider council resolutions pertaining to same, if any.
d) to review, assess, consider and strengthen, design or propose policies and procedures on sexual harassment, gender-based violence and put measures in place to manage risks and build partnership with higher health.
e) review, assess, consider policies related to the use of alcohol and drugs in the college by students and all officials and employees.

f) review, assess and consider delegation of framework policies and alignment with the prescripts.

g) review, assess and consider all work-related policies including leave, hybrid or working home and office where necessary.

h) review, assess, consider organisational structure plan of the college, human resources, and consider posts, personnel, qualifications relevant or related to the post and level, post design, irregular transfers, secondments, appointments, or an all acting in posts, related policies and where necessary terminate or correct, if necessary, set aside through the competent authority, in cases of fraudulent appointments and provide a cost analysis of all irregularities and implication on service delivery.

i) review, assess, consider all infrastructure related projects, report and where necessary put measures to manage risks and put in place mitigating strategies.

j) review, assess and consider performance management contract of employees and compliance with prescripts.

k) to review, assess and consider council resolutions related to all human resources, infrastructure and related matters.

l) review, assess and consider management matters, change management and working relationships.

4. **Academic matters**

a) to review, assess, consider the composition of the academic board and alignment with the legislative prescripts.

b) to review, consider, assess the college statute.

c) to determine with the relevant authority and official or employees, the alignment of qualifications offerings align to the applicable policies and Quality Council and accreditations are in place.

d) to review, assess and consider contracts, fixed contracts and staff complement of lecturers.

e) to review, assess and consider council resolutions relating to lecturer's employment and validity and strengthen and put in place measures to manage risks and propose and/or design mitigating strategies and implementation.

f) to determine all other related matters related to academic matters.

5. **Operational functions**

i) **supply chain matters and procurement systems**.

a) to review supply chain and procurement policies, and to establish the related committees to ensure compliance with a system which is fair, equitable, transparent, competitive and cost effective.

b) to review previous and existing contracts of service providers related to the provision of security services, risk analysis including related and/or procurement of legal services and associated costs and all processes connected or related to the awarding of same.

c) to review and consider all council resolutions pertaining to supply chain and procurement, contracts awarded and/or extended, risks analysis, legality, and impact.

d) to review and terminate contracts as per the court judgment and place systems in place to ensure continuous provision of security services and any other related services and assess the costs related to illegal contracts to the college since court's judgment.

e) to put systems for a lifestyle audits of officials working in the college.

f) to assess and determine college's official and/or employees and/or immediate family members conducting business with the college.

g) to put in place mechanisms and/or policy or review of same, prohibiting college official and/or employees conducting business with the college.

h) to strengthen, review or put in mechanism or policy for protected disclosure and/or whistleblowing in the college of cape town.

i) to propose supply chain and procurement measures and system for implementation to ensure the efficient supply chain and procurement systems are in place.

j) to review, consider banking and systems of the college and analyse how the finances of the college were handled and put up measures to improve the system.

ii) **General litigation and labour related disputes**

a) to review, consider and assess existing litigation by or against the college including labour related matters, the associate risks, liability, costs and impact and where necessary terminate the mandate.

b) to review and assess claims by or against the college and any recovery of costs by or against the college.

c) to review and assess any litigious related costs incurred by the college for any college official or council member(s) in any litigation proceedings in the last of five (5) years.

d) to review, consider and assess all council resolutions related to general litigation and labour related disputes.

e) to review, consider and assess the nature and extent of any labour related disputes or litigation and examine any possible mediation or settlement of disputes, if any.

iii) **Fleet, cell phone and other allowances**

a) to review, consider and assess fleet management, cell phone and other general allowances policies and procedures, implementation, fairness and nepotism and where necessary strengthen or terminate

b) to review, consider, assess and impact of council resolutions in respect of these policies.

c) to put in place or strengthen measures for control, risk and management in relation to fleet, cell phone, other allowances and general administrative equipment and tools of the college.

6. **Financial matters**

a) to review, assess and consider financial, risk management and internal control systems; budgetary control and put in measures to prevent unauthorised, expenditure, overspending, and irregular and fruitless and wasteful

expenditure, assets control, and capital infrastructure projects, contractual obligations.

b) to review, assess, consider and strengthen record keeping, monitoring systems, contract management, revenue management, debt control and cash flow forecasting, creditors payments days and debt collection systems, losses and write offs.

c) to review, consider and implement turn around strategies and manage expenditure of the college and ensure compliance with applicable prescripts.

7. **Student and labour matters**

a) to review, assess and consider student and labour structures.

b) to review, assess and consider dispute resolution mechanisms and systems.

c) to review, assess and consider fair labour practices.

d) to review, assess and consider student accommodation matters.

e) to review, assess and consider council resolutions in respects of student and labour matters, validity and impact.

8. **Governance functions**

a) to review, consider the college statute and ensure that it complies with the Institutional Statute and comply with the Act.

b) to set up measures to prevent the abuse of meetings.

c) to set up the code of conduct for council members.

d) to set up declarations of interest for council members.

e) to ensure that the council has the secretariat.

f) to ensure that records of the activities of council, resolutions, meetings are property kept.

g) to put measures to track the financial expenditure of council.

9. **Institutional accountability and compliance**

a) to review, consider and amend institutional policies, guidelines, resolutions and ensure compliance with applicable legal prescripts.

b) to put in place measures and systems or improve such measures to prevent abuse, to cater for risk management, and detect wrong-doing.
c) to put measures to improve whistleblowing and protection of whistleblowers at the college of cape town.
d) to identify, review, and consider all irregular, unlawful or invalid decisions taken by management and/or council.

10. **Reporting**

10.1 The Administrator shall report to Minister or such delegate official(s) every two months on the progress, challenges, improvements and implementation of the Administrator's Stabilisation plan.

10.2. The Administrator shall report in accordance with the Administrators Stabilisation Plan, timelines and schedules and failure shall constitute a breach of the terms of reference.

10.3. The Minister may establish a Stabilisation, Governance and Management Support Team, to liaise, engage and assist the Administrator and/or monitor progress and report to the Minister with recommendations and progress.

11. **AMENDMENT**

11.1 The Minister may amend the terms of reference as it may be necessary.

12. **Termination and Extension**

12.1 The Minister may terminate the Administrators' appointment at any time for any good cause shown, including failure to report, neglect, unprofessionalism, failure to implement the terms of reference, or to turn around the institution, abuse of power, abuse of resources or corruption, nepotism.

12.2. Upon request and after consideration, the Minister may extent the appointment of the Administrator for a period not exceeding 6 months.

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