



Performance Management and Reporting Policy

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1. PURPOSE

The purpose of this policy is to provide guidance on the reporting of performance information against the predetermined objectives at the Safety and Security Sector and Training Authority (SASSETA). Performance information management and reporting enables the organisation to be accountable to its stakeholders and to meet its reporting obligations to the Department of Higher Education and Training (DHET), the Department of Planning Monitoring and Evaluation (DPME), the National Treasury and to Parliament.

2. DEFINITIONS, ACRONYMS AND TERMINOLOGY

Term	Description
SASSETA Strategic Plan	SASSETA's five (5) year strategic plan.
Annual Performance Plan (APP)	SASSETA Annual performance plan is an annual plan which outlines the indicators and targets for the financial year and is correlated to the Strategic Plan.
MANCO	Senior management team and managers.
Public Finance Management Act (PFMA)	The Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999) is one of the most important pieces of legislation passed by the first democratic government in South Africa. The Act promotes the objective of good financial management in order to maximise service delivery through the effective and efficient use of the limited resources.
Sector Education and Training Management Information System (SETMIS) Report	The Sector Education and Training Management Information System (SETMIS) is a unit record-based information system that stores and maintains unit records of Sector Education and Training Authority (SETA) data related to skills education and training, including participating employers, providers, assessors, learners and skills education and training. The data content of SETMIS is primarily maintained and supplied by SETAs by means of electronic data submission files that are extracted in standard formats and transmitted to the Department of Higher Education and Training (DHET) to be loaded into SETMIS.

Term	Description
Electronic Quarterly Performance Reports (EQPRS) Report	Electronic Quarterly Performance Report submitted to the DPME quarterly.
Staff	All SASSETA employees.

3. APPLICABILITY

This policy applies to all SASSETA employees.

4. REGULATORY FRAMEWORK

This policy derives its authority from the sources below:

4.1 Public Finance Management Act (PFMA), 1999

4.2 Treasury Regulations, as updated.

5. PRINCIPLES

The Policy on Performance Information Management is committed to and guided by the principles of:

- 5.1 Reliability and integrity of performance information,
- 5.2 Efficient and timely reporting of performance information
- 5.3 Transparency
- 5.4 Accountability and
- 5.5 Complete and accurate performance reporting.

6. POLICY PROVISIONS

6.1 Strategic plan

- 6.1.1 The strategic plan sets out SASSETA's intended outcomes that will help achieve the government's priorities and realise the institutional mandate.
- 6.1.2 A new strategic plan shall be developed at the beginning of a five-year planning cycle or as determined by Parliament. The strategic plan which is approved by SASSETA's Accounting Authority, must be tabled in Parliament on dates as outlined by Parliament.
- 6.1.3 If the strategic plan is revised during the five-year planning cycle, it must be re-tabled in Parliament. The strategic plan shall only be revised during this period if there are significant changes to policy, the service delivery environment or in the planning methodology.
- 6.1.4 The strategic plan must be submitted to the Department of Higher Education and Training on the prescribed dates.

6.2 Annual Performance Plan (APP)

- 6.2.1 The APP reflects the SASSETA's intended outputs that will enable it to achieve the outcomes and impact statements in the Strategic Plan.
- 6.2.2 The APP must be approved by SASSETA's Accounting Authority and must be tabled in Parliament on dates as outlined by Parliament.
- 6.2.3 If the APP is revised during a financial year, and after the original was tabled, it must be re-tabled in Parliament on a date provided by the relevant Portfolio Committee.
- 6.2.4 The APP shall only be revised during a financial year if revisions to the strategic plan will require revision of the outcomes and related outputs of the annual performance plan, or targets.

6.3 Quarterly Performance Reports (QPR)

- 6.3.1 The QPR provides progress updates on the implementation of the SASSETA's APP, with reference to monitoring delivery against quarterly performance targets.
- 6.3.2 The Executive manager: Skills planning, monitoring, evaluation and reporting shall establish procedures for quarterly reporting to the DHET to facilitate effective performance monitoring, evaluation and corrective action.
- 6.3.3 QPRs must be prepared within ten (10) days after the end of each quarter.
- 6.3.4 Changes to planned targets should not be made in QPR until such a point that the revised APP has been re-tabled in Parliament.
- 6.3.5 All the performance information should be submitted by all departments two (2) days after end of the quarter.
- 6.3.6 All reported information should be accompanied by supporting portfolio of evidence (POE), which will be verified accordingly.
- 6.3.7 The QPR must be submitted to the Department of Planning, Monitoring and Evaluation on or before the 30th day after the end of the quarter

6.4 Sector Education and Training Management Information System (SETMIS) Report

- 6.4.1 The SETMIS Report must be drawn from the SASSETA information management system and submitted to the DHET 15 days after the end of the quarter.
- 6.4.2 System data contained within the SETMIS report must be quality assured and aligned to SASSETAs quarterly performance report.
- 6.4.3 Portfolios of evidence must accompany all data submitted within the SETMIS report.
- 6.4.4 A data declaration must be signed off by the CEO and submitted to the DHET within 30 days after the end of the quarter.

6.5 Electronic Quarterly Performance Reports (EQPRS)

- 6.5.1 The EQPRS must be developed in line with the SASSETA QPR.
- 6.5.2 The EQPRS must be submitted to the Department of Monitoring Evaluation and Reporting (DPME) 30 days after the end of the quarter.
- 6.5.3 The EQPRS can only be submitted once the QPR has been approved by the accounting authority.

6.6 Annual Performance Information Report

- 6.6.1 The annual performance information report provides information on the performance of the SASSETA in the preceding financial year against its predetermined objectives.
- 6.6.2 The annual performance information report shall be linked to the implementation of the Annual Performance Plan and budget.
- 6.6.3 The SASSETA's annual performance information report shall be submitted to the DHET within five months of the end of a financial year.
- 6.6.4 The annual performance report will be a cumulative summary of all four QPRs.

7. Roles and Responsibilities

7.1 Chief Executive Officer

- 7.1.1 Supports the implementation of this policy and requires each staff member to support the values underlying in this policy.
- 7.1.2 Mandates the Executive(s) responsible for Skills Planning, Research, Reporting, Monitoring and Evaluation to perform such duties as are necessary to enhance the performance management and reporting practices of SASSETA to enable compliance with legislative and regulatory requirements.
- 7.1.3 Accountable for the planning, monitoring, and reporting practices of SASSETA.

7.2 Executive Manager: Skills Planning, Research, Monitoring and Reporting

- 7.2.1 Ensures adherence and compliance to SASSETAs policy on performance management and reporting.
- 7.2.2 Facilitates quality reporting of performance information.
- 7.2.3 Presents state of SASSETA performance at appropriate structures.

7.3 Executive Managers

- 7.3.1 Responsible for the implementation of this policy in their respective programmes.
- 7.3.2 Ensure that all staff is made aware of their performance reporting responsibilities and obligations.
- 7.3.3 Ensure that performance management and reporting is a key responsibility in the performance agreements of all the staff in their programmes.
- 7.3.4 Responsible to ensure that programme reporting information is accurately represented within QPR, EQPR, SETMIS and APR compliance documents.

7.4 Department Managers

- 7.4.1 Assume responsibility for ensuring effective implementation and maintenance of this policy.
- 7.4.2 Responsible for providing information to the Monitoring Evaluation and Reporting Manager performance within the prescribed timelines.
- 7.4.3 Accountable for establishing and maintaining the performance management and reporting processes and systems within their areas of responsibility. Their performance agreements must reflect these responsibilities.

7.5 Monitoring, Evaluation and Reporting Manager

- 7.5.1 Prepares and submits the QPR, SETMIS Report and EQPRS to the DHET, and the DPME, respectively.
- 7.5.2 Facilitates the approval of the QPR, SETMIS and EQPRS reports.

7.6 Staff

- 7.6.1 Have responsibility to cooperate with and assist Executive Managers, Managers, the MER Manager, and the Learning Programmes Manager in relation to the management of SASSETAs performance information.
- 7.6.2 Responsible for capturing, collating, and checking performance data related to their activities. The integrity of SASSETAs overall performance information depends on how conscientiously these staff members fulfil these responsibilities. The performance agreements for these staff should deal explicitly with the quality of this aspect of their work.

8. QUALITY ASSURANCE GUIDELINES

- 8.1 All learner portfolios of evidence must comply to the quality assurance guidelines as approved by the Executive Manger: Learning Programmes
- 8.2 Please refer to Annexure A for the quality assurance guidelines.

9. NON-COMPLIANCE

- 9.1 No deviation from this policy will be allowed without written authorisation by the CEO.
- 9.2 Non-compliance with the Performance Management and Reporting policy provision will lead to actions as contained in the SASSETA disciplinary policy.

10. POLICY UPDATES

- 10.1 This policy shall, if necessary, be reviewed every two years and updated periodically where applicable in response to internal or external stimuli such as changes in operating practice, regulatory environment or standards.
- 10.2 The revision of the policy shall be communicated through the appropriate formal organisational communication channels.

11. Delegations of Authority

- 11.1 All Managers of departments and Executive Managers of programmes are responsible for ensuring the accuracy and completeness of the information submitted for reporting purposes.
- 11.2 The QPR, EQPRS and SETMIS reports must be reviewed by programme executives prior to approval.
- 11.3 The QPR, EQPRS and SETMIS reports must be approved by the CEO and Accounting Authority before publishing and utilising for any purpose.