

MANUAL OF FUNDAMENTAL BASIC INSTRUCTION

Registration number: 2003/104421/23

IN TERMS OF

SECTION 51 (1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (THE "ACT")

- A. CONTENTS
- B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL
 - I. CONTACT DETAILS AND ADDRESS DETAILS
 - II. GUIDE ON HOW TO USE THE ACT UNDER SECTION 51(1)(b) OF THE ACT
 - III. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION UNDER SECTION 51(1)(d) OF THE ACT
 - IV. ACCESS TO RECORDS HELD
 - 1. RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52(2) (SECTION 51(1)(c))
 - 2. RECORDS WHICH MAY BE REQUESTED UNDER SECTION 51(1)(e) OF THE ACT
 - 3. PROCEDURE FOR REQUEST FOR ACCESS UNDER SECTIONS 53 TO 57 AND 60 OF THE ACT
 - VI. AVAILABILITY OF THE MANUAL UNDER SECTION 51(3) OF THE ACT
 - V. OTHER INFORMATION AS MAY BE PRESCRIBED UNDER SECTION 51(1)(f) OF THE ACT
 - VI. AVAILABILITY OF THE MANUAL UNDER SECTION 51(3) OF THE ACT



Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

THE PURPOSE

The purpose of this document is to serve as the Manual of Fundamental Basic Instruction (registration number: 2003/104421/23) as required in terms of the Act, and to provide a reference of the records held and the procedures which need to be followed to request access to such records.

INTRODUCTION

Fundamental Basic Instruction renders the services of Accredited Training Provider and related services.

SECTION I:

CONTACT DETAILS AND ADDRESS DETAILS

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Postal Address of head office: PO Box 387, Hunters Retreat, Port Elizabeth, 6017

Physical Address of head office : 46 La Marseillaise Road Gedultsrivier Port
Elizabeth 6017

Tel. No of head office : 041 775 1039

Fax. No of head office: 0866 82 63 73

E- Mail address of head office: info@fbi.co.za

Persons designated/duly authorised persons: Laura Gregory



Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

SECTION II:

GUIDE ON HOW TO USE THE ACT

INFORMATION REQUIRED UNDER SECTION 51(1)(b) OF THE ACT, AS READ WITH SECTION 10:

The Human Rights Commission has compiled a guide, in terms of Section 10 of the Act, containing information which may reasonably be required by a person who wishes to exercise any right contemplated in the Act. This guide was published in the first half of 2005 and access to it, and to any amended versions thereof can be found on the website of the South African Rights Commission at www.sahrc.org.za, or a hard copy can be obtained directly from the South African Human Rights Commission.

The Human Rights Commission's contact details are as follows:

Physical Address: The South African Human Rights Commission
 EAIA Unit
 The Research and Documentation Department
 29 Princess of Wales Terrace
 Cnr York and St Andrews Street
 Parktown
 Johannesburg

Postal Address: Private Bag 2700
 Houghton
 2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

E-mail address: PAIA@sahrc.org.za

Web site: www.sahrc.org.za

SECTION III:

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

INFORMATION REQUIRED UNDER SECTION 51(1)(d) OF THE ACT:

- Electronic Communications Act, 2005
- Electronic Communications and Transactions Act, 2002
- Income Tax Act, 1962
- National Credit Act, 2005
- Value-Added Tax Act, 1991
- Basic Conditions of Employment Act, 1997



Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

- Employment Equity Act, 1998
- Labour Relations Act, 1995
- Occupational Health and Safety Act, 1993
- Skills Development Act, 1998
- Skills Development Levies Act, 1999
- Unemployment Insurance Act, 2001
- Unemployment Insurance Contributions Act, 2002
- Close Corporations Act , 1984
- Companies Act, 1978
- Companies Act, 2008 (Act No. 71 of 2008)
- Consumer Protection Act, 2008
- Copyright Act, 1978
- Convention On International Interests In Mobile Equipment Act No. 4 of 2007
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Trade Marks Act No. 194 of 1993
- Adult Basic Education and Training Act, 2000
- Employment of Educators Act, 1998 (Act No. 76 of 1998)
- Further Education and Training Colleges Act, 2006
- General and Further Education and Training Quality Assurance Act, 2001
- Higher Education Act, 1997
- National Education Policy Act, 1996
- National Qualifications Framework Act, 2008
- South African Council for Educators Act, 2000 (Act No. 31 of 2000)
- Copyright Act, 1978
- Trade Marks Act, 1993
- Broad-Based Black Economic Empowerment Act, 2003



Signature of Laura Gregory
 in her capacity as Member and duly authorized to sign
 on behalf of Fundamental Basic Instruction.

SECTION IV:

ACCESS TO RECORDS HELD

INFORMATION REQUIRED UNDER SECTION 51(1)(c) AND SECTION 51(1)(e) OF THE ACT:

1. RECORDS WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2) (SECTION 51(1)(c):

- Pamphlets and brochures and other publications intended for public viewing.

2. RECORDS WHICH MAY BE REQUESTED UNDER SECTION 51(1)(e) OF THE ACT:

2.1 Corporate Records

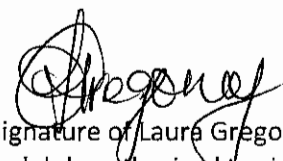
- CK Document and Founding Statement
- Minutes of Members meetings
- Other statutory records

2.2 Financial Records

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Bank Statements
- Paid Cheques
- Asset Register
- Rental Agreements
- Invoices
- Debtors/Creditors statements and invoices
- General reconciliation
- Policies and procedures

2.3 Tax Records

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- VAT
- UIF
- Workmen's Compensation



Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

2.4 Personnel Records

- Employment contracts
- Employment Equity Plan
- Medical Aid records
- Pension Fund records
- Disciplinary records
- Salary records
- SETA records
- Disciplinary code
- Leave records
- Training records
- Training Manuals
- Workplace and Union Agreements and records
- Standard letters and notices
- Accident books and records
- Forms and Applications
- Payroll reports
- Wage register
- Safety, Health and Environmental records.

2.5 Procurement

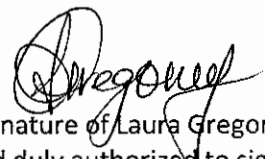
- Standard Terms and Conditions for supply of services and products;
- Contractor, client and supplier agreements;
- Lists of suppliers, products, services and distribution; and
- Policies and Procedures.

2.6 Legal and Compliance

- Agreements / General Contracts; and
- Litigation claims / Court documents and records.

2.7 Information Security / Information Technology

- Computer / mobile device usage policy documentation;
- Disaster recovery plans;



Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

- Hardware asset registers;
- Information security policies/standards/procedures;
- Information usage policy documentation;
- Project, disaster recovery and implementation plans;
- Software licensing; and
- System documentation and manuals.

2.8 Risk Management and Audit

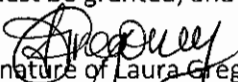
- Audit reports;
- Risk management frameworks; and
- Risk management plans.

2.9 Occupational Health and Safety

- A comprehensive and updated list of all the contractors on sites accountable to the principal contractor, the agreements between the parties and the type of work being done;
- Personal injury records; and
- Policies and procedures.

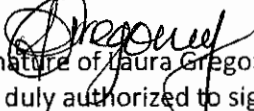
3. PROCEDURE FOR REQUEST FOR ACCESS UNDER SECTIONS 53 TO 57 AND 60 OF THE ACT:

- 3.1 The requester must comply in full with all the procedural requirements as set out in the Act and this Manual, relating to the request for access to a record. Failure to do so will result in the request being refused.
- 3.2 The requester must complete the prescribed form enclosed herewith as **Appendix 1**, and submit same together with payment of the request fee (if applicable) and a deposit (if applicable) to the Authorised Person at the postal or physical address, facsimile number or electronic mail address under **SECTION I** above.
- 3.3 The prescribed form must be completed with enough particulars to at least enable the Authorised Person to identify:
- The records requested;
 - The identity of the requester;
 - Which form of access to the records is required, should the request be granted; and


Signature of Laura Gregory

in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

- The postal address or facsimile number of the requester.
- 3.4 The requester must identify the nature of the right for which purpose access to the records is required. If the right is not clearly defined, the Authorised Person may refuse access to the record requested.
- 3.5 The requester must indicate if the requester, in addition to being informed in writing whether access to the record has been granted, wishes to be informed of the decision of the request in any other manner. If so, he/she/it must state the manner with full particulars.
- 3.6 If the request is made on behalf of another person, then in such event, the requester must submit proof of the capacity in terms of which the requester is making the request to the reasonable satisfaction of the Authorised Person.
- 3.7 Should an individual be unable to complete the prescribed form because of illiteracy, disability or any other reason, such individual may submit the request orally to the Authorised Person.
- 3.8 The requester must pay the prescribed fee (if applicable) before any further processing can take place. The prescribed fee for requests to private bodies is available on the website of the SAHRC under the link www.sahrc.org.za/home/21/files/FEES.pdf
- 3.9 The requester will be informed within 30 (thirty) days after receipt of the request of the decision whether or not to grant the request.
- 3.10 The 30 (thirty) day period may be extended with a further period of not more than 30 (thirty) days if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities, or the records are not located at the building, or consultations amongst divisions or another private body or third party are required.
- 3.11 Should the request be granted, the written notice must state the access fee (if any) to be paid upon access, the form in which access will be given and that the requester may lodge


Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

an application with a Court against the access fee to be paid or the form of access granted, and the procedure for lodging such application.

- 3.12 Should the request be refused, the notice must state adequate reasons for the refusal, including the provisions of the Act relied upon, and state that the requester may lodge an application with a Court against the refusal of the request, and the procedure (including the period) for lodging the application.

4. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS UNDER CHAPTER 4 OF THE ACT:

Apart from Section 7 of the Act, and subject to Section 70 of the Act, the main grounds to refuse a request for information as contemplated by the Act relates to:

- 4.1. Protection of the privacy of a third party, if that third party is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 Protection of commercial information of a third party as defined by the Act, if the record contains:
- trade secrets of that third party;
 - financial, commercial, scientific or technical information other than trade secrets of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party;
 - information disclosed in confidence to Fundamental Basic Instruction by a third party, the disclosure of which could put that third party at a disadvantage in a contractual or other negotiations or would prejudice that third party in commercial competition.
- 4.3 Protection of confidential information if the disclosure would constitute a breach of a duty or confidence to a third party in terms of an agreement;
- 4.4 Protection of safety of individuals and protection of property;
- 4.5 Protection of records which would be regarded as privileged in any legal proceedings, unless the person so entitled to privilege waives the privilege (Section 67);



Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

4.6 Protection of commercial activities of Fundamental Basic Instruction, which may include:

- trade secrets;
- financial, commercial, scientific or technical information, disclosure of which could cause harm to the financial or commercial interests;
- information which, if disclosed, could put Fundamental Basic Instruction at a disadvantage in negotiations or commercial competition;
- a computer programme owned , and which is protected by copyright; and
- the research information or a third party on behalf of Fundamental Basic Instruction if the disclosure would expose the third party, Fundamental Basic Instruction, the researcher or the subject matter of the research and would place the research at a serious disadvantage.

4.7 **Records That Cannot Be Found or Do Not Exist**

If Fundamental Basic Instruction has searched for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

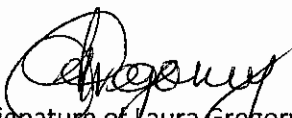
4.8 **Third Party Information**

4.8.1 If access is requested to a record that contains information about a third party, Fundamental Basic Instruction is obliged to attempt to contact this third party to inform them of the request. This enables the third party the opportunity of responding by either consenting to the access or by providing reasons why the access should be denied.

4.8.2 In the event of the third party furnishing reasons for the support or denial of access, our designated contact person will consider these reasons in determining whether access should be granted, or not.

5. **REMEDIES AVAILABLE IN REFUSAL OF A REQUEST FOR INFORMATION UNDER PART 4 OF THE ACT:**

5.1 Fundamental Basic Instruction does not have internal appeal procedures and as such, the decision made by the Authorised Person is therefore final.


Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

- 5.2 Therefore, should the requester be dissatisfied with the Authorised Person's decision to refuse access, that person may within 30 (thirty) days after notification of the refusal apply to a Court for the appropriate relief.
- 5.3 Should a third party be dissatisfied with the Authorised Person's decision to grant a request for information relating to that third party, it (the third party) may within 30 days of notification of such decision, apply to a Court for the appropriate relief.

SECTION V:

OTHER INFORMATION AS MAY BE PRESCRIBED UNDER SECTION 51(1)(f) OF THE ACT:

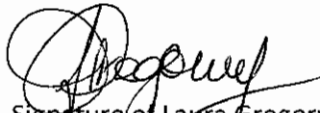
The Minister of Justice and Constitutional Development has not made any regulation in this regard.

SECTION VI:

AVAILABILITY OF THE MANUAL UNDER SECTION 51(3) OF THE ACT:

This Manual is also available for inspection at the offices of Fundamental Basic Instruction the free of charge, and copies are available with the SAHRC. No notice has been published in the Gazette as Fundamental Basic Instruction is a privately held Close Corporation. This manual will be available on the company's website <http://www.fbi.co.za/downloads.php>

December 2011


Signature of Laura Gregory
in her capacity as Member and duly authorized to sign
on behalf of Fundamental Basic Instruction.

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000

(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head: _____

B. Particulars of person requesting access to the record

- | | |
|-----|-----------------------------------------------------------------------------------------------------|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

- 1 Description of record or relevant part of the record: _____

- 2 Reference number, if available: _____
- 3 Any further particulars of record: _____

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X. NOTES: (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.	

1. If the record is in written or printed form:					
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images"		
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
<input type="checkbox"/>	listen to the soundtrack audio cassette	<input type="checkbox"/>	transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record"		
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)		
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO
YES	NO				

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected: _____

2. Explain why the record requested is required for the exercise or protection of the aforementioned right: _____

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ on this _____ day of _____

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE



SETA FOR FINANCE,
ACCOUNTING,
MANAGEMENT CONSULTING
AND OTHER
FINANCIAL SERVICES

Hewitt Gregory
Fundamental Basic Instruction CC
PO Box 387
Port Elizabeth
6017

07 December 2010

(041) 775 1039

Dear Hewitt Gregory

ACCREDITATION

Fasset, the Sector Education and Training Authority for Finance, Accounting, Management Consulting and other Financial Services, has the pleasure of informing you that **Fundamental Basic Instruction CC** has been accredited as a **Delivery and Assessment Site** only for the unit standards (s) listed below:

Unit Standards Code	Unit Standard Description	Unit Standard NQF Level
13015	Draft financial statements	5
13000	Contribute to the planning and allocation of resources within an accounting framework	5
13098	Use the computer as a business tool in an accounting environment	6
12996	Record; analyze and prepare cost information	5
12997	Prepare financial reports and returns	5
12991	Work with information technology in an accounting environment	5
12989	Make and record payments	5
12935	Recognize; measure; classify and record financial and non-financial data	6
12988	Record income and receipts	5
12936	Prepare financial reports for different forms of entity	7
12990	Prepare ledger balances and an initial trial balance	5
13032	Apply provisions relating to the concept of tax avoidance	6
13056	Determine and calculate Input Tax	6
13054	Determine and apply the concepts of Value-Added Tax	6

13058	Comply with Value Added Tax administration	6
13073	Determine decisions under risk and uncertainty as they relate to risk assessment and techniques for assessing risk	7
13077	Determine dividend decisions	6
13019	Prepare business tax returns	5
13055	Calculate Output Tax	6
13020	Prepare personal tax returns	5
13024	Participate in organizational strategy management from a financial management perspective	7
13027	Calculate the taxation of companies	6
13078	Advice on working capital policy and management	7
13059	Prepare and analyze financial reports for different types of business entities	6
13074	Evaluate and advice on the cost of capital	7
13017	Evaluate current and proposed activities in an accounting environment	6
13057	Identify and calculate the Value Added Tax adjustments	6
13071	Apply and evaluate the function of financial management as it related to the objective of the firm; strategic financial management and financial statement analysis	7
13072	Apply and provide advice on the evaluation of a business entity	7
13016	Operate a cash management and credit control system	5
13035	Calculate employee's tax and provisions tax	6
13014	Manage accounting systems	5
252037	Build teams to meet set goals and objectives	5
110526	Plan; organise; implement and control record-keeping systems	5
114736	Record business financial transactions	4
12747	Take on a business debtor's book in full	4
12891	Apply concepts and principles of business ethics in the professional environment	6
242810	Apply the budget function in a business unit	4
242813	Demonstrate a basic understanding of the role of a business strategy in managing a small business or a business unit	4
114742	Calculate tax payable by a small business	4
12883	Evaluate companies based on their financial statements	6
12892	Demonstrate an understanding of the use of micro- and macro-economic indicators as forecasting and planning tools within the financial markets	7
110021	Achieve personal effectiveness in business environment	4
110023	Present information in report format	4
114600	Apply innovative thinking to the development of a small business	4
12998	Produce spreadsheets using accounting related information technology	5
13103	Prepare financial statement analysis	6
13105	Determine the cost of capital	6
114733	Complete PAYE documents	4
114735	Perform Value Added Tax Calculations and Complete Returns	4

114737	Cost and price a product	4
12977	Interpret and apply the laws and procedures related to value-added tax	6
12994	Supply costing information for management control	5
12992	Achieve personal effectiveness in an accounting environment	5
12995	Maintain financial records and prepare general ledger accounts	5

Accreditation number: 585/01136/10
Accreditation start date: 07 December 2010
Accreditation end date: 06 December 2015

Should further information be required, please do not hesitate to contact me.



Nomadlozi Buthelezi
ETOA/Learnerships Officer