



**GPR TRAINING ACADEMY**

**SECTION 51 MANUAL**



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## 2. INTRODUCTION

GPR Training Academy (Pty) Ltd (GPR) is a 51% black owned company, established in 2014 as an extension of the training division at GP Retail Operations (GP). GP was involved with full qualification learnerships since 2007.

Quality assurance and compliance is one of the key factors of GPR and GPR strive for excellence in these fields. As an accredited training provider GPR is guided by the following compliance pillars:

- Full qualification learnerships
- Accredited facilitators, assessors and moderators
- Accredited learning materials

The focus of GPR is on National Qualifications Framework (NQF) Level 1, 2 and 3 full qualification learnerships. However, learners on NQF Level 4 and 5 have also been enrolled on full qualification learnerships. The field of specialisation is aimed at the wholesale and retail industry and the learnerships are registered under the Wholesale and Retail Sector Education and Training Authority (W&R SETA).

GPR's relationship with the W&R SETA is an accrual of more than a decade of liaison and quality assurance, and GPR are proud to be one of their valued stakeholders.

Disabled learners, specifically within the deaf community, is one of the main facets for GPR and the addition of a full-time South Africa Sign Languages Interpreter has aided the further development of this field.

With the accumulative experience in the field of training and development, the managers, facilitators, assessors and moderators at GPR have proven to be a force to be reckoned with.

**Note:** GPR's Section 51 Manual forms part of GP's Section 51 Manual.

## 3. COMPANY CONTACT DETAILS

| GPR Training Academy (Pty) Ltd |  |
|--------------------------------|--|
| Street Address                 | 19 Florence Ribeiro Street<br>Muckleneuk<br>Pretoria<br>0181       |
| Postal Address                 | P.O. Box 34<br>Groenkloof<br>0027                                  |
| Telephone Number               | 012 343 6859   |
| Fax Number                     | 012 343 7610   |
| Email                          | <a href="mailto:info@gprtraining.co.za">info@gprtraining.co.za</a> |

Persons designated/duly authorised:

| Person               | Role   |
|----------------------|--|
| Charis van der Merwe | Chief Human Resources and Training Officer<br>and<br>Information Officer |
| J du Plessis         | Senior Training Manager  |

#### 4. THE PROMOTION OF ACCESS TO INFORMATION ACT

- a. The Promotion of Access to Information Act, 2000 (PAIA) grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- b. Requests in terms of PAIA shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- c. Requesters are referred to the [Guide on How to Use The Promotion of Access to Information Act 2 Of 2000](#) in terms of Section 10 which has been compiled by the South African Human Rights Commission (SAHRC), containing information for the purposes of exercising Constitutional Rights. (The Guide is available from the SAHRC's website: <https://www.sahrc.org.za/>)

The contact details of the SAHRC are:

| South African Human Rights Commission |  |
|---------------------------------------|--|
| Street Address                        | 27 Stiemens Street<br>Braamfontein<br>Johannesburg<br>2000                         |
| Postal Address                        | Private Bag 2700<br>Houghton<br>2041   |
| Telephone Number                      | 011 877 3600   |
| Fax Number                            | 011 403 0625   |
| Email                                 | <a href="mailto:gautengcomplaints@sahrc.org.za">gautengcomplaints@sahrc.org.za</a> |

#### 5. APPLICABLE LEGISLATION

| No | Reference     | Act  |
|----|---------------|--|
| 1  | No 61 of 1973 | Companies Act                                    |
| 2  | No 98 of 1978 | Copyright Act                                    |
| 3  | No 55 of 1998 | Employment Equity Act                            |
| 4  | No 95 of 1967 | Income Tax Act                                   |
| 5  | No 66 of 1995 | Labour Relations Act                             |
| 6  | No 89 of 1991 | Value Added Tax Act                              |
| 7  | No 37 of 2002 | Financial Advisory and Intermediary Services Act |
| 8  | No 75 of 1997 | Basic Conditions of Employment Act               |
| 9  | No 69 of 1984 | Close Corporations Act                           |
| 10 | No 25 of 2002 | Electronic Communications and Transactions Act   |
| 11 | No 2 of 2000  | Promotion of Access of Information Act           |
| 12 | No 30 of 1996 | Unemployment Insurance Act                       |
| 13 | No 97 of 1998 | Skill Development Act                            |

## 6. SCHEDULE OF RECORDS

| Records   | Subject  | Availability             |
|-----------|--|--------------------------|
| Learners  | <ul style="list-style-type: none"><li>• Learner Personal Detail</li><li>• Learner Training Records</li></ul>   | Request in terms of PAIA |
| Marketing | <ul style="list-style-type: none"><li>• Public Customer Information:<ul style="list-style-type: none"><li>○ Product Brochures</li><li>○ Owner Manuals</li></ul></li><li>• Marketing Strategies</li><li>• Customer Database</li></ul> | Request in terms of PAIA |

## 7. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- a. Use the email address available: [info@gpretail.co.za](mailto:info@gpretail.co.za)
- b. Address your request to the **Information Officer**
- c. Provide sufficient details to enable the COMPANY to identify:
  - The record(s) requested
  - The requester (and if an agent is lodging the request, proof of capacity)
  - The form of access required
  - The postal address or fax number of the requester in the Republic
    - If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof
  - The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right

## 8. PRESCRIBED FEES

The fee structure is available on the website of the SAHRC at <https://www.sahrc.org.za>