



GPR TRAINING ACADEMY

SECTION 51 MANUAL

1. 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.

2. COMPANY CONTACT DETAILS

GPR Training Academy (Pty) Ltd	
Street Address	19 Florence Ribeiro Street Muckleneuk Pretoria 0181
Postal Address	P.O. Box 34 Groenkloof 0027
Telephone Number	012 343 6859
Fax Number	012 343 7610
Email	info@gprtraining.co.za

Persons designated/duly authorised:

Person	Role
Charis van der Merwe	Chief Human Resources and Training Officer and Information Officer
J du Plessis	Senior Training Manager

3. 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 Braamfontein Johannesburg 2000
Postal Address	Private Bag 2700 Houghton 2041
Telephone Number	011 877 3600
Fax Number	011 403 0625
Email	gautengcomplaints@sahrc.org.za

4. 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

5. SCHEDULE OF RECORDS

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

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- a. Use the email address available: 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

7. PRESCRIBED FEES

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