

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NO. 5

26 FEBRUARY 2016

AGRICULTURAL SECTOR EDUCATION AND TRAINING AUTHORITY (AgriSETA)
LANGUAGE POLICY
AUGUST 2015



LANGUAGE POLICY

In accordance with the Use of Languages Act, 2012, 4(1), the Agriculture Sector Education and Training Authority (AgriSETA), as a national public entity, has developed a proposed Language Policy regarding the use of official languages for government purposes that it will adopt after a public consultation process.

AgriSETA hereby requests the public to engage on the *AgriSETA Draft Language Policy* and to submit comments to AgriSETA within 30 days for its publication in the Government Gazette.

Please provide all contact information when submitting comments to

Name - Organisation - Address- Telephone number - Email address

Please direct your emails to thembelani@agriseta.co.za or info@agriseta.co.za

Version Number	1
Policy Owner	Board of AgriSETA
Policy Sponsor	Manager: Operations
Approval	Board of AgriSETA
First Draft	12 August 2015
Date of Review	
Date of Approval	

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A. INTRODUCTION

- a. The Constitution of South Africa, 1996 recognizes the official languages of the Republic of South Africa as Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, Afrikaans, English, isiNdebele, IsiXhosa and IsiZulu. It recognizes the historically diminished use and status of the indigenous languages of our people and that the state must take practical and positive measures to elevate the status and advance the use of these official languages. (Section 6 of the Constitution).
- b. The Constitution makes it mandatory for the national government and each provincial government to use at least two (2) official languages. Such usage must take into account usage, practicality, expense, regional circumstances and the balance of the needs and preferences of the population as a whole or in the province concerned. The Constitution entrenches the right that the state must not discriminate directly or indirectly against any person based on a number of grounds which includes language.
- c. Section 26 of the Constitution state that everyone has the right to receive education in the official language or languages or their choice in public educational institutions where that education is reasonably practicable and the state must take into account, equity, practicability and the need to redress the results of past racially discriminatory laws and practices.

B. PURPOSE

The Policy seeks to provide for the adoption, regulation and monitoring of the use of official languages by AgriSETA to ensure compliance with the Constitution of the Republic of South Africa by ensuring that all official languages enjoy parity of esteem and are treated equitably by AgriSETA in the discharge of its statutory mandate.

C. DEFINITIONS

“Act” means the Skills Development Act, 1998 (Act No. 97 of 1998);

“Board” means the Accounting Authority appointed by the Minister of Higher Education and Training in terms of section 11 of the Act;

“Constitution” means Constitution of the Republic of South Africa, 1996;

“Department” means the Department of Higher Education and Training.

“Minister” means the Minister of Higher Education and Training.

D. APPLICATION

The Policy is applicable to the Board Members, Management, Staff, Internal and External stakeholders in their discharge of the statutory and operational mandate of AgriSETA.

E. MARKETING DEPARTMENT

The Manager: Operations of AgriSETA will:

- a. Advise the Office of the CEO on the development, adoption, review and implementation of this Policy;
- b. Monitor and assess the use of official languages by AgriSETA;
- c. Monitor and assess compliance with this policy;
- d. Promote parity of esteem and equitable treatment of the official languages of the Republic of South Africa;

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- e. Facilitate, in collaboration with the Board Secretary/Compliance Officer, equitable access to the services and information of AgriSETA; and
- f. Promote good language management.

F. TRAINING AND CAPACITY BUILDING

The Human Recourses Manager of AgriSETA will advise on training and capacity building in order to achieve the professional and efficient implementation of this policy.

G. OFFICIAL LANGUAGES OF AgriSETA

AgriSETA regards all (eleven) official languages of the Republic of South Africa as official languages of AgriSETA.

H. USE OF OFFICIAL LANGUAGES

- (i) AgriSETA will have regard of the following factors in deciding on the choice of official languages to adopt in each situation or context, i.e.:
 - a. Geographical usage;
 - b. Practicality;
 - c. Expense;
 - d. Regional circumstances; and
 - e. The balance of the needs and preference of the public it serves.
- (ii) AgriSETA will use official languages as indicated in the table below, i.e.:

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ITEM	AREA OF WORK	LANGUAGE(S)
1.	Communication with members of the public in official written correspondence.	English
2.	Oral communication with members of the public.	Official languages of the Republic of South Africa with regard to factors outlined in Paragraph H (i) above.
3.	Written Communication with the DHET, National, Provincial and local governments, State Owned Entities and Organs of State.	English
4.	Statutory Annual Report	English for the whole report and two other official languages for the Chairperson's and Chief Executive Officer's Reports.
5.	Official Publications intended for public distribution and consumption (Notices in the Government Gazette, website, advertisements, building signage, letterheads, official correspondence, e-mails and official forms)	English
6.	Public Hearings (roads shows) and other official proceedings.	Official languages of the Republic of South Africa with due regard to the criteria outlined in Paragraph H (i) above.
7.	Communication with persons or an audience that has persons with hearing and sight impairment.	AgriSETA's Marketing Department will facilitate a Sign Language Interpreter and conversion of text into Braille or alternatively audio on request.
8.	International communication	English

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I. COMPLAINTS

- a. Any person who is dissatisfied with a decision of AgriSETA regarding its use of official languages may lodge a written complaint to the Chief Executive Officer within three months of the complaint arising.
- b. The Chief Executive Officer must consider the complaint and respond in writing, not later than three months after the complaint was received by AgriSETA, informing the complainant of the decision.

J. REVIEW

This Policy will be reviewed on an annual basis. Any amendments to this policy shall only be effective if approved by the Board of AgriSETA.

K. POLICY APPROVAL

This Policy was approved at **ARCADIA** on **11** day of **February 2016**.

Designation	Signature	Date
Chief Executive Officer		
Chairperson on behalf of the Board of Directors AgriSETA		