



22 December 2023
Circular No. 5 of 2023

TO: **All Sheriffs and Acting Sheriffs**

CC: The Department of Justice and Constitutional Development
All voluntary professional organisations and any other association representing sheriffs:

- South African Sheriff Society (SASS)
- South African National Association of Progressive Sheriffs (SANAPS)
- Deputy forums
- WhatsApp groups 1 & 2

DIRECTIVE TO ALL SHERIFFS AND ACTING SHERIFFS: TO SUCCESSFULLY COMPLETE COMPULSORY BOOKKEEPING COURSE FOR SHERIFFS

1. The Bookkeeping Course for Sheriffs commenced on 15 August 2023. To date we have hosted the course in the following provinces;
 - North West
 - Limpopo
 - KwaZulu Natal
 - Eastern Cape
 - Western Cape
 - Gauteng
 - Free State
2. Without successfully completing this course you run the risk of not being issued with a Fidelity Fund Certificate. As the facilitator takes you through the material and assessment process I urge you to embrace this opportunity to complete this **compulsory** course successfully.

3. All participants are required to attend the classroom sessions and comply with the assessment process since the evaluation, monitoring and certification process of the course is dependent on each person completing the full course.
4. Persons who have failed to respond to, or did not submit reassessments, will be found Not Yet Competent and will not receive a Certificate of Competence, which will be required when applying for a Fidelity Fund Certificate as of 2024.
5. Should you not have attended the course yet, you will have an opportunity to register for and be accommodated in Kimberley (23 to 25 January 2024) or Nelspruit (30 January to 1 February 2023).
6. No extensions or exceptions will be entertained since we have contracted a training service provider for a set period to complete the compulsory course.
7. All persons found Not Yet Competent during the first assessment would have received an email instruction for reassessment.
8. Participants are allowed one week for reassessments. No extensions will be granted as this would be unfair to those persons that have made the effort to complete the course within the specified timeframe.
9. Note that it is your responsibility to ensure compliance with all requirements for the course, which includes contacting Lucinda Delpont at lucinda2@sheriffs.org.za if you are unsure of your result status.
10. Registration must be completed five working days before the commencement of each respective training session to ensure that adequate learner material and catering can be arranged.
11. Your cooperation in this matter will be noted and highly appreciated.
12. I also wish to thank and congratulate the majority of sheriffs who have successfully completed the course!

END

SOUTH AFRICAN BOARD FOR SHERIFFS