Dear Award Leaders

Hope you all had a great weekend.

Please note that the Award programme has grown significantly in recent times and therefore puts a lot of pressure on us in terms of addressing your queries promptly.   In light of this we’ve decided to manage our time as follows:

**Mondays, Tuesdays and Wednesdays are dedicated to site (unit) visits/external presentations.**

**Thursdays are dedicated to addressing queries raised by Award Leaders and participants.**

**Fridays are dedicated to addressing queries raised by parents and/or participants.**

         **Enrolments and new assessments must be dropped off on Thursdays and Fridays, this includes Record book(s), portfolio(s) and award(s) collections as well.**

         **Record Books will be issued a week after receipt of enrolment form.**

         **You are welcome to scan and email us an enrolment form, as well as proof of payment.**

         **The turn-around time for Bronze and Silver assessments is 2 - 4 weeks and for Gold assessments is 4 – 6 weeks from date of receipt by our office, unless stated otherwise.**

Regards

Nkagare Makhudu

**PROGRAMME MANAGER: LEARNING 4 LIFE (GP)**

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