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| **PARTNERSHIP ASSESSMENT CHECKLIST** |

INTRODUCTION

Career Development Services (CDS) has been established to provide leadership and coordination of career development services across all spheres of Government. The vision of CDS is to ensure that all people, of all ages, have access to quality career information and career services throughout their lives. This will enable them to make better and more informed career choices that deliver high levels of employment and help to increase sustainable economic growth in the country. In order to achieve this and implement the ‘*National Policy for an integrated Career Development System for South Africa*’, CDS through the DHET enters into formal partnership agreements with parties who play a distinct complementary and respective role for the provision of career development services in the country.

This Partnership Assessment Checklist serves as a tool for the evaluation of requests made by external parties for partnership with CDS: DHET. The Checklist serves to identify whether both parties have aligned intentions regarding the proposed partnership or if the relationship is better suited at a stakeholder level. Whereupon the decision is taken to maintain a stakeholder relationship, CDS will ensure that the party is included on the CDS Stakeholder Database for further stakeholder engagement.

ORGANISATION INFORMATION

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| Full name and the acronym of the organisation: |  |
| Physical address: |  |
| Contact person’s contact details (name, surname, telephone and email address): |  |
| Type of organisation (NPO, Private, Government, Other): |  |
| If NPO, Private and Other please provide company’s registration number: |  |
| Pleas indicate which organisation is your company registered with: |  |
| Brief overview about the organisation: |  |
| For how long the organisation has been in operation? |  |
| What is the mission of the organisation? |  |
| What is the vision of the organisation? |  |
| What services does the organisation render in general? |  |
| What career development services specific services does the organisation renders? |  |
| Are the organisations programs already running or still a concept? |  |
| What is the average number of clients serviced per month? |  |
| What are the target groups of the organisation? |  |
| Are the services offered by the organisation rendered free of charge? | ☐Yes ☐No |
| How many qualified officials does the organisation have? | Career Information Specialists  | Psychologists | Other  |
| Are the organisations programs inclusive of the disabled?If the response is **No,** please indicate why the programs are not inclusive of the disabled | ☐Yes ☐No |
| What career development services material does the organisation have access to? |  |
| List areas of collaboration you want with DHET: CDS |  |
| How will the DHET: CDS benefit in this proposed partnership?  |  |
| What are the organisation’s year plan? |  |
| List of current partners |  |
| Does the organisation have computers with internet? | ☐Yes ☐No |
| Does the organisation have a service centre? (**optional**) | ☐Yes ☐No |
| Is the organisation aware that DHET: CDS does not provide any endorsements? | ☐Yes ☐No |
| Is the organisation aware that DHET: CDS does not provide any funding? | ☐Yes ☐No |
| Is the organisation aware that the use of Khetha logo without DHET’s consent is an infringement of the Trademark Copyright? | ☐Yes ☐No |
| Is the organisation aware of the POPI Act | ☐Yes ☐No |

ASSESSMENT REPORT

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| [ ]  Meeting for further engagement on the proposed partnership is required. [ ]  Partnership will not be viable at this time. Stakeholder engagement will be maintained.  |
| Comments: |