



Address: | No 1061, Moshawane Village, N18 Road, NW
Tel: 018 108 0002

MOTIVATION OF 550 LEARNERS FOR NEXT TRANCHE REQUIRED – OCTOBER 2025

Dear Sir,

We hereby submit this formal motivation for the release of the next tranche of payment in the amount of R1,655,947,00 (One Million six hundred and fifty-five thousand nine hundred and forty-seven rands) to enable our continued implementation of the project funded by the Department of Labour and Employment.

Item	Amount (R)
Tools of Trade	600 000,00
Personal Protective Equipment (PPE)	360,000.00
Consumables Used for Trade	352,196.00
Stationery	16,161.00
Salary Arrears	300 00,00
Cleaning Consumables	27,590.00
Total	1,655,947,00

Motivation

The requested funds are critical to the effective continuation and delivery of the project's objectives. Each category of expenditure directly supports the training and development of our participants, aligned with the Department's goal of equipping beneficiaries with relevant skills to enhance their employability and productivity.

1. Tools of Trade (R600 00,00)

These tools are essential for practical training and will enable participants to develop hands-on skills required in their respective trades.

2. PPE (R360,000.00)

Health and safety remain our priority. Adequate PPE will ensure that all participants are protected during training activities, in compliance with occupational health and safety regulations.

3. Consumables Used for Trade (R352,196.00)

These materials are necessary for practical sessions, allowing participants to apply their theoretical knowledge effectively and gain practical experience in a real-world environment.

4. Stationery (R16,161.00)

Stationery supports administrative functions and aids both facilitators and learners with resources required for effective learning and record-keeping.

5. Cleaning Consumables (R27,590.00)

Maintaining a clean, hygienic, and safe training environment is essential, especially given health and safety compliance requirements.

6. Salary Arrears (R300 000,00)

Staff salaries are in arrears for one month.

Conclusion

We kindly request the Department to consider and approve the release of these funds to ensure continuity and the successful delivery of this project. Your continued support is greatly appreciated as we strive to fulfil the objectives outlined in our agreement.

Trusting that you will find this in order.

Kind regards,

Mr. Tshepo Koele
Director Lobone Training Centre