

(Company Letterhead of the referee)

(Include company name, logo, address, contact details, and registration number)

Date: (Insert Date)

To whom it may concern

Reference letter: (Name of Applicant Company / Service Provider)

This serves to confirm that (Name of Applicant Company) successfully implemented a project with (Name of Our Company / Organization) as detailed below.

Name of the Project: (Insert project name)

Nature of Work Conducted: [Briefly describe the services provided, e.g., Skills Development Programme, Learnership, Short Skills Programme, etc.)

Date of Project Implementation: (Insert start date)

Duration of the Project: (Insert total duration, e.g. 12 months (January 2024 – December 2024))

Number of Learners Enrolled: (Insert number learners enrolled against allocation)

Learner Throughput Rate: (Insert percentage, e.g. 85%)

Percentage of Learners Exited Upon Completion: (Insert percentage, e.g. 80% successfully exited and achieved competency)

Dropout Rate: (Insert percentage or number, e.g. 10%)

Terminations and Cancellations: (Insert percentage or number, e.g. 5% due to relocation or non-attendance)

Project Enrolled within prescribed period: ☐ YES or ☐ NO

Quality of Learner documents submitted: ☐ Good or ☐ Poor or ☐ Excellent

Excellent – No finding; Poor–Material finding; Good–Minor finding

Project closed within the prescribed period: ☐ YES or ☐ NO

Entity paid stipends on time and accurate amounts: ☐ YES or ☐ NO

Summary of the overall performance on the project.

NB. Please develop your own summary. The information provided below serves only as a guide.

Excellent

E.g. Throughout the implementation period, (Name of Applicant Company) demonstrated a high level of professionalism, effective project management, and consistent learner support. The company complied fully with SETA and legislative requirements and maintained clear communication and timely reporting. Deliverables were met within the agreed timelines, and the overall quality of training and administrative support was excellent.

Moderate

E.g. Throughout the implementation period, (Name of Applicant Company) generally displayed good project management and commitment to achieving project objectives. While reporting timelines and stipend payments experienced occasional delays, corrective measures were implemented promptly. Overall, compliance with SETA requirements was satisfactory, and the outcomes of the project were achieved.

Need Improvement

E.g. Throughout the implementation period, (Name of Applicant Company) showed commitment to project delivery but encountered several challenges, including inconsistent reporting and delays in stipend disbursements. Although the company eventually met most of its deliverables, stronger internal controls and improved communication would be required for future projects.

Poor

E.g. Throughout the implementation period, (Name of Applicant Company) experienced significant challenges in managing the project. There were delays in learner payments, inconsistent progress reporting, and poor adherence to timelines. Compliance with SETA

requirements was below expectations, and corrective interventions were required to complete the project.

Kind regards,

Full Name of Referee

Position / Designation

Company / organization Name

Email Address | Phone Number

Signature: _____

Date: _____