



## The UKZN Teaching & Learning Office (UTLO)

Cordially invites you to a

Workshop

on

### ADMINISTRATION OF TEACHING DEVELOPMENT GRANTS (TDG)

#### Seminar Details

**DATE:** Friday, 19 August 2016

**TIME:** 14h00 - 16h00

**VENUE:** GSB, training room 1, Westville campus

#### RSVP Essential

**RSVP to:** Silindile Mchunu - mchunus2@ukzn.ac.za

**By:** Friday, 12 August 2016

#### Seminar Overview

The University Teaching and Learning Office (UTLO), manages and administers the Department of Higher Education and Training (DHET) grants: **Teaching Development Grant (TDG)** and **Foundation Provisioning Grant (FPG)**.

In response to the amended TDG reporting requirements by DHET at the end of the 2013/14 cycle; UTLO finds it necessary to put in place efficient accounting and reporting systems to ensure that funds are timeously disbursed and are spent as per the DHET approved plan. At the end of every fiscal year, external auditors are commissioned to conduct an audit in order to track and report on the actual utilisation of the allocated funds. This process was adopted in 2014/15 and was also implemented in the 2015/16 reporting period.

In the past, it has proven difficult to meet the requisite external audit deadlines resulting in delays in disbursements of funds from DHET to UKZN for subsequent years. In attempt to mitigate delays in financial reporting and audit processes, it has become increasingly necessary to monitor the spending of the TDG regularly. Hence, with this workshop we seek to equip the TDG administrators with the necessary knowledge and information related to the grants.