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GUIDELINES FOR SUBMITTING A MEDIA ENQUIRY TO THE COMMUNICATIONS TEAM AT SAQA

This correspondence serves as a guide for submitting media enquiries to our Communications Team. Should you wish to initiate a media enquiry, kindly provide the essential details listed below to facilitate an efficient and effective response:

- **Full Name**
- **Media Agency or Organisation Affiliation**
- **Email Address and Telephone Number**
- **Topic of Inquiry**
- **Deadline for Response**

For submission of your media enquiry, please direct your correspondence to nvasudev@saqa.org.za.

Response Protocol:

The South African Qualifications Authority (SAQA) is committed to acknowledging your media enquiry promptly and endeavours to provide a comprehensive response within a reasonable timeframe. Standard practice dictates a response timeframe of within two working days, contingent upon the complexity and specificity of your request.

Should your enquiry necessitate a more immediate response, please highlight the urgency when making your initial contact. Our team will exert every effort to accommodate your needs and deliver the requested information.

Regarding Data and Statistics Enquiries:

Please be advised that requests for data typically necessitate the construction of a custom query to extract the relevant information from our databases. Given the extensive records maintained, acquiring this information may require a longer response period. We kindly request your consideration and understanding of the potential time requirements for such enquiries.

We appreciate your cooperation and look forward to assisting you with your media-related questions.

