



**SOUTH AFRICAN
COUNCIL FOR SOCIAL SERVICE PROFESSIONS**

ThisWeek@Council

MORE THAN JUST AN EMAIL

A special thanks to the social service professions associations or forum leaders who invited the Registrar and Council's Communications and Public Relations Practitioner to join their WhatsApp groups to answer some queries pertaining to amongst other issues, registrations, communication, internships, annual fee payments, etc.

The Registrar, managers for professional conduct and registrations divisions together with Deputy Chairperson of the Professional Board for Social Work, Ms Ida Strydom, supported the RATA webinar on 3 June 2020, themed the "Role of social workers during and post COVID 19".

As Council's secretariat, we are receiving large numbers of emails since COVID Alert Level 3 started. However, some emails are not clear and concise, which delays the response time. Help us to assist you effectively by ensuring the following with each email you send:

- **Subject line:** An appropriate and clear indication of the subject of your query in the subject line. Then we know who to refer it to.
- **Proper greeting that is courteous salutation:** Indicate the name of the person you are communicating to. In rare instances where you do not know a person's name or title, it is okay to use this salutation: To whom it may concern or simply, dear Madam or Sir.
- **Content of your email text:** State the reason for your email. Provide as much information as possible regarding the subject. Please be specific and to the point.
- Always **include your full names and SACSSP registration number** in all queries. If you enquire about your registration status, as include your ID number, for example: *Registration status: Sandra Sesele: 981231 5555 081*. These are the only ways we can track your information.
- **Things to avoid:** Do not use shorthand or sms type language. Avoid using acronyms or social media 'lingo'.

UPDATES & ANNOUNCEMENTS

REMEMBER: ALWAYS include a reference number when you make a payment.

COUNCIL'S BANK DETAILS:

Bank: NEDBANK

Account number: 1190739410

Branch: MENLYN MAINE

Branch Code: 198765

RECOMMENDED:

COVID-19 Whatsapp:

Say "Hi" to 0600 123

456 and stay informed.



Coronavirus

Hotline: 0800 029 999

Please share this news with your networks as well.

ThisWeek@Council is a weekly update by Council on matters of interest.

ISSUED BY: SACSSP Communications (9 June 2020)



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NON NOBIS - Not for ourselves