

SHUDUFHADZO MAKHAVHANI

PERSONAL DETAILS

Gender: Male
ID Number: [REDACTED]
Home Language: Tshivenda
Other Languages: English, Tsonga, Sepedi, and Setswana
Driver's license: Code 10 C1
Council registration No: [REDACTED]

EDUCATIONAL BACKGROUND

Institution: University of Venda
Course: Bachelor of Social Work (BSW)
Year Completed: 2018
Major Modules: Social Work, Psychology, Anthropology and Sociology

Institution: University of Pretoria
Course: Basic Course in Employee Assistance Programmes
Year Completed: 2024

School: Kolokoshani Secondary School
Qualification: National Senior Certificate (Grade 12)
Year Completed: 2013

PROFESSIONAL TRAINING

- Certified International Addiction Professional – Colombo Plan (2022)
- Advanced Course in Substance Use Disorders (2019)
- Solution-Focused Brief Therapy (2020)
- Social Work Professionalism & Ethics (2022)
- Disability Equity Training (2025)
- Ethics in Public Service – National School of Government (2025)
- Compulsory Induction Programme (CIP 1–3) – National School of Government (2024)

SHUDUFHADZO MAKHAVHANI



CURRENT WORK EXPERIENCE

Company: National Prosecuting Authority
Position: Court Preparation Officer
Duration: 13 March 2023 to date

Duties and responsibilities

- Provide psychosocial and trauma-informed support to victims, witnesses and vulnerable persons involved in criminal justice processes.
- Conduct assessments to identify emotional, psychological, social and practical support needs and develop appropriate intervention and referral plans.
- Provide individual support and brief counselling to victims and witnesses experiencing trauma, anxiety, fear, grief and emotional distress.
- Provide specialised support to students and young adults who are victims of sexual offences, assisting them to cope with trauma and participate effectively in legal proceedings.
- Facilitate Victim Impact Statements and assist victims to communicate the emotional, psychological and social impact of offences.
- Provide crisis intervention and immediate psychosocial support in complex and high-risk cases.
- Provide public education and awareness on GBV, sexual offences, disability inclusion, youth protection and access to support services.
- Maintain confidential case records and prepare accurate statistical, operational and management reports.

Company: National Prosecuting Authority North West Division
Position: Acting Deputy Director: Court Preparation
Duration: 29 May 2026 - 02 June 2026
28 August 2026 - 07 September 2026

Duties and responsibilities

- Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the North West Division.
- Employee wellness assistance, guidance and advice (incl. first line counselling).
- Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution.
- Employee Wellbeing Support and Case Management.
- Implement Human Capital Service delivery model.
- Execute General Administrative Responsibilities.
- Liaise with internal and external stakeholders and attend meetings, including national office.

- Manage staff and other resources.

PREVIOUS WORK EXPERIENCE

Company: SANCA Limpopo Alcohol and Drug Centre
Position: Social Worker
Duration: 01 August 2019 - 10 March 2023

Duties and responsibilities

- Conducted comprehensive psychosocial assessments and developed individualised intervention plans.
- Provided individual and group counselling to clients experiencing substance-use, behavioural, emotional and social challenges.
- Worked extensively with young adults, students, learners and employees, providing psychosocial interventions appropriate to their developmental and social circumstances.
- Facilitated programmes specifically addressing substance-use and addiction challenges among young adults.
- Delivered life-skills, behavioural-change, prevention and rehabilitation programmes.
- Provided case management, follow-up services and referrals to relevant health, social and community resources.
- Supported clients experiencing family conflict, emotional distress, substance dependence and other psychosocial difficulties.
- Maintained confidential case records and prepared professional reports.

Company: SANCA Limpopo Alcohol and Drug Centre
Position: Acting Social Work Supervisor
Duration: 06 January 2023 - 28 February 2023

Duties and responsibilities

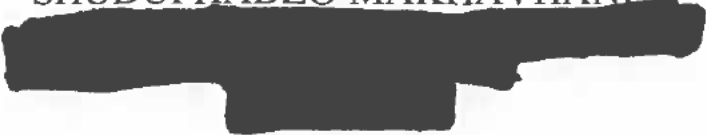
- Supervised social work staff and ensured compliance with professional standards
- Conducted case audits and quality assurance reviews
- Provided mentoring and professional guidance
- Supported programme performance monitoring

Company: Department of Social Development
Position: Social Work Intern
Duration: 03 September 2018 – 31 July 2019

Duties and responsibilities

- Managed GBV and child protection cases
- Conducted risk assessments and home visits
- Provided counselling and crisis intervention
- Facilitated community awareness programmes

SHUDUFHADZO MAKHAVHANI



CORE COMPETENCIES

- Trauma Counselling & Crisis Intervention
- The ability to adhere to rules and strictly follow work regulations.
- Proficient in using MS Office.
- Good administration skills.
- Strategic Leadership.
- Professionalism.
- Planning and Organising.
- Meeting Standards and Expectations.
- Knowledge Management.

REFERENCE

Name: Adv Vuyani Witbooi

Relationship: Supervisor (NPA)

Contact Details: 

Email address: 

Name: Mr Hezekiel Boloka

Relationship: Manager - (SANCA Limpopo)

Contact Details: 

Email address: 

Name: Mr Emmanuel Munyai

Relationship: Supervisor - (Department of Social Development)

Contact details: 

Email address: 

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.

2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

ID No

SURNAME
MAKHAYHANI

FORE NAMES
SHUDUFHADZO

COUNTRY OF BIRTH
SOUTH AFRICA



DATE ISSUED
2012-05-09

ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

SHUDUFHADZO MAKHAVHANI

Identity no. [REDACTED]

Subject	%	Achievement level
Tshivenda Home Language	74	6
English First Additional Language	72	6
Mathematical Literacy	62	5
Life Orientation	77	6
Geography	63	5
History	67	5
Life Sciences	45	3
*****	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2019

M. S. Lawrence

Chief Executive Officer

This certificate is issued without alterations, preasure or any kind

UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

See reverse for more information



UNIVERSITY OF VENDA

TRANSCRIPT OF ACADEMIC RECORD Page: 1

THIS DOCUMENT IS ISSUED WITHOUT ALTERATIONS AND INCLUDES ALL YEARS OF REGISTRATION

STUDENT NAME **MAKHAVHANI SHUDUFHADZO**

STUDENT NUMBER **[REDACTED]**

YEAR	QUALIFICATION	SUBJECT CODE	SUBJECT DESCRIPTION	FINAL MARK	RESULTS
2014	BSWPS	SCW1741	FIELDWORK IN SOCIAL WORK PRACTICE 1741	67	PASS
		CST1541	ANTHROPOLOGY: CULTURAL STUDIES I	65	PASS
		ECS1541	ENGLISH COMMUNICATION SKILLS	70	PASS
		PSY1541	INTRODUCTION TO PSYCHOLOGY 1541	57	PASS
		SCW1541	INTRODUCTION TO SOCIAL WORK 1541	64	PASS
		SOC1541	INTRODUCTION TO SOCIOLOGY	65	PASS
		CST1641	ANTHROPOLOGY: CULTURAL STUDIES I	66	PASS
		ECS1641	ENGLISH COMMUNICATION SKILLS: HUMAN SCIENCES	65	PASS
		PSY1641	INTRODUCTION TO APPLIED PSYCHOLOGY	72	PASS
		SCW1641	FOUNDATIONS OF SOCIAL WORK PRACTICE 1641	64	PASS
		SOC1641	SOCIAL INSTITUTIONS	81	PASS DISTINCTION
2015	BSWAP	SCW2741	FIELDWORK IN SOCIAL WORK PRACTICE 2741	75	PASS DISTINCTION
		SCW2742	PRACTICAL WORK IN SOCIAL WORK (COURSE WORK)	56	PASS
		ANT2541	INDIGENOUS KNOWLEDGE, FAMILY, CULTURE, MARRIAGE	81	PASS DISTINCTION
		PSY2511	RESEARCH PROPOSAL WRITING PRACTICALS	72	PASS
		PSY2541	BASIC RESEARCH METHODOLOGY	61	PASS
		PSY2542	HUMAN DEVELOPMENT	80	PASS DISTINCTION
		SCW2541	INTRODUCTION TO GROUPWORK, MANAGEMENT 2541	66	PASS
		SCW2542	LEGISLATION AND SOCIAL FUNCTIONING	73	PASS
		ANT2641	MAGIC, SCIENCE, CULTURE, FOLKLORE & FOLKTALE	78	PASS DISTINCTION
		PSY2641	PSYCHOPATHOLOGY	56	PASS
		PSY2642	INTRODUCTION TO SOCIAL PSYCHOLOGY	81	PASS DISTINCTION
2015	BSWPS	SCW2641	SOCIAL WELFARE LAW, COMMUNITY WORK & CARE 2641	74	PASS
		SCW2642	ASSESSMENT IN SOCIAL WORK	69	PASS
2016	BSWAP				
2016	BSWPS	SCW3741	PRACTICAL WORK: GROUP WORK 3742	63	PASS
		SCW3742	PRACTICAL WORK: COMMUNITY WORK 3742	64	PASS
		PSY3511	PRACTICUM: BASIC COUNSELLING SKILLS	72	PASS
		PSY3541	PERSONALITY THEORIES 3541	66	PASS
		PSY3542	PSYCHOTHERAPY 3542	66	PASS

TRANSCRIPT OF ACADEMIC RECORD Page: 2

YEAR	QUALIFICATION	SUBJECT CODE	SUBJECT DESCRIPTION	FINAL MARK	RESULTS
2017	BSWPS	SCW3541	INTERMEDIATE SOCIAL WORK INTERVENTION 3541	63	PASS
		SCW3542	SPECIALISED AREAS IN SOCIAL WORK 3542	72	PASS
		PSY3611	PSYCHOLOGICAL ASSESSMENT PRACTICALS 3611	82	PASS DISTINCTION
		PSY3641	PSYCHOLOGICAL ASSESSMENT 3641	81	PASS DISTINCTION
		PSY3642	RESEARCH METHODOLOGY 3642	65	PASS
		SCW3641	SOCIAL WORK RELATED POLICIES, LEGISLATION 3641	61	PASS
		SCW3642	INTRODUCTION TO RESEARCH IN SOCIAL WORK 3642	73	PASS
		SCW4741	ADVANCED SOCIAL RESEARCH & CONTEMPORARY 4741	60	PASS
		SCW4742	SPECIAL PROBLEM AREAS IN SOCIAL WORK	73	PASS
		SCW4743	FIELD WORK IN SOCIAL WORK 4743	61	PASS
		SCW4744	SOCIAL WORK RESEARCH PROJECT	70	PASS
		SCW4745	ADVANCED PRACTICAL CASE WORK	62	PASS
		SCW4746	ADVANCED PRACTICAL GROUP WORK	60	PASS
		SCW4747	ADVANCED PRACTICAL COMMUNITY WORK	60	PASS

UNIVERSITY OF VENDA

QUALIFICATION CURRENTLY REGISTERED FOR

STUDENT IDENTIFICATION
STAMP
06 FEB 2018

REMARKS

STUDENT FULFILLED REQUIREMENTS FOR A BACHELOR OF SOCIAL WORK: PSYCHOLOGY ON 01 JANUARY 2018 AND IT WILL BE FORMALLY AWARDED ON 16 MAY 2018

P/BAG X5050
THOHOYANDOU 0950

I hereby declare that
MAKHAVHANI SHUDUFHADZO

was a registered student at this university during the above mentioned years and that his/her conduct was satisfactory.

FOR UNIVERSITY REGISTRAR

DATE 06/02/2018



University of Venda

This is to Certify that the Degree of
BACHELOR OF SOCIAL WORK

was Awarded to

MAKHAVHANI SHUDUFHADZO
[REDACTED]

at a Ceremony held on the

16-May-2018

in Accordance with the Provisions of the
Act and Statute

Vice Chancellor

6710070052



University Registrar

Dean



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Humanities
Department of Social Work and Criminology

This is to certify that

S Makhavhani

has successfully completed the

**Basic Course in
Employee Assistance Programmes**

5 September to 24 October 2024

SACSSP Validation Number: [REDACTED]
(17.5 Points for Social Workers on Completion)

Course Leader

Executive Manager: Training Solutions
Enterprises University of Pretoria





**SOUTH AFRICAN
COUNCIL FOR SOCIAL SERVICE PROFESSIONS**

Registration Certificate

It is hereby certified that the name of

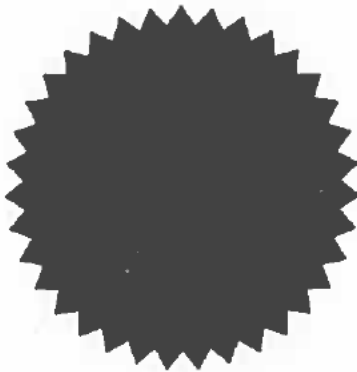
SHUDUFHADZO MAKHAVHANI

Registration number:



In terms of section 19(1) of the Social Service Professions Act, 1978, has been entered in the Register and that the said person has thus been registered in terms of section 17(1), as a

SOCIAL WORKER
with the Council.



President

07 February 2018

Registration date

Registrar

The validity of this certificate is subject to the submission of the receipt proving that the annual fee for the current financial year, which ends on 31 March, has been paid.

If the name of the holder of this certificate is removed from the Register, this certificate will in terms of regulation 4(2) be deemed to be cancelled as from the date of deletion.

Certificate No: SANCATA/SACSSP251/19/0242



SANCA

Certificate of Competence

This is to certify that

Shudufhadzo Makhavhani

SACSSP No: [REDACTED]

Is accredited with 16 CPD Points

for attending the workshop on the 25 November 2019 to 29 November 2019 titled

POWER OF PURPOSE:

ADVANCED COURSE ON SUBSTANCE USE DISORDERS FOR PROFESSIONALS

SNO Coordinator

SNO Facilitator

CPD Approval Number: [REDACTED]

DATE OF ISSUE: 27/01/2020

HOMEMED

This is to certify that

Shudufhadzo Makhavhani

Attended training on 07/02/2020

**Product - Homemed Multi-Drug
6 Panel Cassette Test**

- **Topics covered:** Testing principle and methodology
 Screening vs Confirmation
 Drug classes and combinations
 Test procedure
 Test interpretation
 Sample collection
 Sample adulteration



Pieter Claasen

HOMEMED



school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA

Certificate

OF SUCCESSFUL COMPLETION

It is hereby certified that

Shudufhadzo Makhavhani

ID Nr: [REDACTED]

Achieved the requirements of the online course

Ethics in the Public Service - 2025/26

Date of Issue: 4 February 2026

[REDACTED]

Learn Serve Grow





SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS

Private Bag X12, Gezina, Pretoria 0031
Tel: (+27) 12 356 8300

37 Annie Botha Ave, Riviera, Pretoria, 0084
Fax: (012) 346 8400
Website: www.sacssp.co.za

CONFIRMATION OF REGISTRATION STATUS

Name: **Shudufhadzo Makhavhani**
Reg. No.: **[REDACTED]**
Designation: **SOCIAL WORKER**
Certificate valid until: **31 March 2027**

The South African Council for Social Service Professions (SACSSP) confirms that Shudufhadzo Makhavhani is registered in terms of the Social Service Professions Act 110 of 1978 to practice as a social worker.

If you want more information, please visit the SACSSP's website at www.sacssp.co.za or phone the SACSSP's office at telephone 012 356 8300 or send an email to communications@sacssp.co.za.

Prof. Rembuluwani Paul Mbedzi
PRESIDENT

Mr Hitler Sekhitla
REGISTRAR

SACSSP has confirmed the above information for digital certification and sharing by PrivySeal Limited at 09:42 AM (Africa/Johannesburg) on 09 Apr 2026



POWERED BY
PRIVYSEAL®

NON NOBIS – Not for ourselves

DIRECTOR OF PUBLIC PROSECUTIONS

North West Division



National Prosecuting Authority
South Africa

To: MR. S MAKHAVHANI
Title: COURT PREPARATION OFFICER
From: ADV. L. MAPHUMULO
Title: DEPUTY DIRECTOR - COURT PREPARATION
Date: 28 MAY 2026

Enquiry: Adv. Lungile Maphumulo
Tel: [REDACTED]

Subject: ACTING APPOINTMENT FOR MR. S MAKHAVHANI

In terms of Section 32 of Public Service Act, you are hereby appointed as **Acting Deputy Director: Court Preparation on 29 May 2026 Until 02 June 2026.**

The acting appointment is accompanied by the authority to exercise all powers (including delegated powers) attached to the position of the **Deputy Director: Court Preparation.**

ADV. L. MAPHUMULO
DEPUTY DIRECTOR: COURT PREPARATION
DATE: 28/05/2026

MR. S. MAKHAVHANI
COURT PREPARATION OFFICER
DATE: 28/05/2026

ACCEPTED/ NOT ACCEPTED

[REDACTED]

CONFIDENTIAL



3
SANCA LIMPOPO

33 Kerk St / Church Str
P.O.Box 1147
Polokwane, 0700

Tel: 015 295 3700
Helpline: 076 482 5898
E-mail: info@sancalimpopo.co.za

www.sancalimpopo.co.za
NPO: 028-263 | PBO: 930038297

15 JANUARY 2025

TO WHOM IT MAY CONCERN:

CERTIFICATE OF SERVICE

This serves to certify that **MAKHAVHANI SHUDUFHADZO** with ID NUMBER [REDACTED] was employed by SANCA Limpopo as Social Worker.

He was in our employ for the period indicated hereunder, placed at the Polokwane office, under the direct supervision of Mr Hezekiel Boloka, the Director of the organisation. As at the date of the termination of his services, he was certified addiction counsellor.

Start Date 01st August 2019

End Date 10th March 2023

Reason for termination: **RESIGNATION.**

We hope this is in order. For further information, if so required, you may contact the writer hereof.

Faithfully

Natala Mathebula

Human Resources

DIRECTOR OF PUBLIC PROSECUTIONS

North West Division



National Prosecuting Authority
South Africa

CERTIFICATE OF SERVICE

This is to certify that **Mr Shudufhadzo Makhavhani**, Identity Number [REDACTED] Persal Number [REDACTED] is employed by the **National Prosecuting Authority (NPA)** as a **Court Preparation Officer**.

Mr Makhavhani commenced employment with the National Prosecuting Authority on **13 March 2023** and is **currently employed** in this position at the **Klerksdorp Magistrate's Court**, North West Division, under the direct supervision of Adv. Vuyani Witbooi.

His responsibilities include, but are not limited to:

- Coordinate court preparation and victim impact statement programmes.
- Conduct psychosocial assessments and court preparation interventions.
- Compile daily, weekly, monthly and quarterly statistical reports.
- Facilitate victim empowerment and awareness programmes.
- Conduct stakeholder liaison with SAPS, NGOS, Thuthuzela Care Centres and DOJ partners.
- Provide expert testimony in courts.

Mr Makhavhani is a dedicated and professional employee who performs his duties diligently.

Employer: National Prosecuting Authority

Position: Court Preparation Officer

Employment Period: 13 March 2023 – Present

Faithfully,

ADV. V. WITBOOI
SENIOR PUBLIC PROSECUTOR



Le-Shika Development and Training Consulting

Certificate of Attendance

is hereby granted to

Shudufhadoo Makhaahani

for participation in the Workshop on:

**“Social Work Professionalism:
Reflecting on our Ethical Responsibilities”**

[FOR SOCIAL WORKERS & SOCIAL SERVICE PROFESSIONALS]

13th October 2022 – Polokwane

SACSSH
[redacted]
[redacted]



Ms Crystal Theron
Director & Facilitator: Le-Shika Dev & Training Consulting



Development and Training consulting



THE COLOMBO PLAN



Global Centre for
Credentialing and Certification

hereby certifies that

Shudufhadzo Makhavhani

has met all of the eligibility standards for
The Treatment of Substance Use Disorders
established by the Commission and is hereby conferred the title of

ICAP I - Treatment

International Certified Addiction Professional - Treatment

Chairperson, GCCC Commission

GCCC Director

Certificate No.:

Date Awarded:

Date Expires:

22 August 2022

21 August 2025





CNS
Training
Solutions
CC™

FIRST AID LEVEL 1

COMPETENCY CERTIFICATE

THIS IS TO CERTIFY

S MAKHAVAHNI

Name



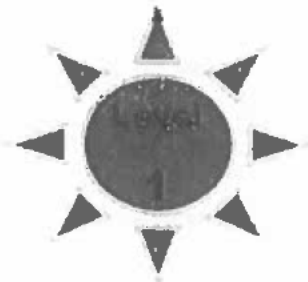
Identity no.

HAS BEEN FOUND COMPETENT IN THE EXERCUTION OF
FIRST AID LEVEL 1 PROTOCOLS

12 MARCH 2022

Date


Assessor (D. STEYN)



Certificate No: 

Expiry Date: **12/03/2025**

Department of Labour, H&W SETA Accredited First Aid Training
Accreditation no. 



SAQA US ID 116511
PO. BOX 71 LADANA 0700



This certificate is awarded to:

Makhehavi Shudu Phadzo

For attending

"SOLUTION FOCUSED BRIEF THERAPY"



CPD Points

allocated:

3.5 Points

CPD approval

number:

[Redacted]

09/04/2021

Date of Workshop

Presenter

L. Pretorius

Cell:

E-mail:

Address:

"Potchefstroom"

Social Worker in Private Practice

(MSW, BSW)

Reg:

Practice nr:

"The heart sees what is invisible to the eye..."