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Expiry date: 31/12/2020

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads of all educational institutions and Chairpersons of governing bodies

Short summary: *This circular outlines the process for the appointment of educators' assistants to provide "in classroom" support where educators have been granted concessions in respect of comorbidity applications.*

Subject: Appointment of educators' assistants

1. To ensure continued service delivery during the national state of disaster following the outbreak of the COVID-19 pandemic, also known as the novel coronavirus, the Western Cape Education Department (WCED) has reviewed Recruitment and Selection Minute 0001/2020, dated 03 June 2020, which does **not** make provision for the appointment of substitutes in respect of educators with comorbidities.
2. To assist institutions, the WCED has embarked on a recruitment initiative to source educators' assistants to provide the necessary "in classroom" support to educators with comorbidities.
3. A database (updated on a weekly basis) with the profiles of the available educator's assistant cohort will be made available to institutions via the People Management Practices System. Institutions may utilise the database to source suitable candidates as educators' assistants where concessions have been granted to educators with comorbidities.
4. The following documentation must be submitted for the appointment of an educator's assistant nominated by an institution:
 - a) Educator application form
 - b) Qualification or proof of university registration
 - c) ID
 - d) Bank Form

- e) SARS (Tax) Form
- f) MIE Form (personnel suitability checks)
- g) Supporting evidence of the concession granted in respect of the comorbidity application.

5. Nominations can be submitted via Recruitment.Institution@westerncape.gov.za.

6. The provision contained in this circular will terminate on the date that the national state of disaster is lifted.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-07-06