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Enquiries: CALL CENTRE

Circular: 0036/2020

Expiry date: 31 March 2021

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices),
Deputy Directors (Head Office and district offices), Circuit Managers and Principals

Short summary: Presidential Employment Initiative Programme for Public Schools.

Subject: PRESIDENTIAL EMPLOYMENT INITIATIVE PROGRAMME FOR BASIC EDUCATION

The Western Cape has identified jobs and the economy, safety and Wellbeing and Dignity as its primary policy objectives for effective recovery from the impact of COVID-19. These policy themes align directly with the objectives of the funding set aside by the National Treasury for job creation and protection and will greatly aid the Western Cape in strengthening existing public employment programmes and support measures to further expand credible and evidence-based proposals for job creation in the province.

Creating Jobs initiatives

- 1.1. Funding allocated to the Western Cape Education Department will firstly be utilised for the following categories at both Public Ordinary and Public Special Schools to create 20 400 job opportunities for the youth (18 years and older) in the following categories:
 - a. **Education Assistants** up to the age of 35 years who are qualified unemployed graduates (NQF6/7) or an NQF 4 (Matric) qualification with a total of 12 777 to be appointed in this category; and
 - b. **School Assistants** up to the age of 35 years with or without an NQF 4 qualification (matric) or Year 4 Schools of Skills qualifications or higher qualifications with a total of 7 625 to be appointed in this category.

An allocation letter will be released to each school indicating the number of Education Assistants and School Assistants that the school is entitled to.

- 1.2. Those to be appointed as Education Assistants and School Assistants can be utilised in the following categories:
 - a. Education Assistants to be utilised to especially support challenges with the curriculum coverage due to COVID-19, amongst others:

- i. Support teachers with technical preparations of the classroom for teaching and learning and ensure that teaching materials are available and ready for use;
 - ii. Assist with the reading programme for the Foundation Phase;
 - iii. Support teachers in libraries, science laboratories, IT laboratories and Technical Workshops; and
 - iv. Provide after school support to learners where applicable.
 - b. School Assistants:
 - i. Administration, Data Capturing, Textbook issuance and record keeping;
 - ii. General Maintenance;
 - iii. Care and support; and
 - iv. IT Support.
- 1.3. The recruitment and appointment of Education Assistants and School Assistants is delegated to School Governing Bodies and School Management Teams are to manage the various categories of Assistants. School Governing Bodies are allowed to decide on the duties to be allocated, depending on the specific needs of the school, within the categories as indicated under paragraph 1.2 (a) and (b). A pro-forma advert is attached as **Annexures A (i), A (ii) and A (iii)** as well as a pro-forma Application form (**Annexure B**). Recruitment of candidates must be from the immediate community in a radius of 5 kilometres. Principles of Employment (**Annexure C**) and Selection Criteria (**Annexure D**) are also attached to be applied in the process.
- 1.4. It is advisable that recruitment processes be concluded by 20 November 2020 in order to issue successful candidates with letters of appointment by 23 November 2020. By 2 December 2020 contracts of employment must be signed between the School Governing Body and the Education/School Assistant as proof of appointment and this must be provided to the Department by 4 December 2020 in order to effect the December 2020 transfer payment for stipends and UIF. Appointment contract attached as **Annexure E (i)** and *Monthly Performance Report* as **Annexure E (ii)**.
- 1.5. Attached to this circular you will also find job descriptions for Education Assistants (**Annexure F**) and School Assistants (**Annexure G**), which must be explained to and signed by each of those appointed. Also ensure that each appointee has provided you with the following:
- a. Copy of a Curriculum Vitae (CV);
 - b. Copy of a testimonial;
 - c. Copy of Identity Card/Document;
 - d. TAX Certificate;
 - e. Copy of Banking details;
 - f. Copy of highest qualification for Education Assistants and School Assistants between the ages of 18 and 35 years.

Also note that all appointees must be vetted, ie criminal clearance certificate, which can be obtained after assumption of duty, but proof of application must be submitted within 6 weeks of assumption of duty. Appointees should be checked against the sexual offenders' register.

- 1.6. The stipend to be paid for all Education Assistants and School Assistants will be R3 500 per month, starting from **1 December 2020** and ending on **31 March 2021**. Two per cent (2%) must also be paid to the Department of Employment and Labour towards the Unemployment Insurance Fund (UIF). One per cent (1%) for the employer contribution will form part of the transfer payment to your school. One per cent (1%) for the employee contribution should be deducted from the employee stipend. Each employee will therefore earn a take-home income of R3 465, made up of the following:

Basic stipend	R 3 500.00
Employer contribution towards UIF	<u>R 35.00</u>
Gross stipend	R 3 535.00
2% deduction for UIF	(R 70.00)
1% employer contribution (R35.00)	
1% employee contribution (R35.00)	<u> </u>
Nett stipend	<u>R 3 465.00</u>

- 1.7. All documents as referred to in paragraphs 1.4 and 1.5 must be kept as records for audit purposes. (checklist attached as **Annexure H**) Also note that a database will be made available from the Department for the relevant information, which will be inclusive of a daily register of attendance to be kept. This daily register will be used to confirm the monthly stipend and will enable the monthly transfer payment in this regard.
- 1.8. It will also be requested that the Education Assistants and School Assistants gain access to on-the-job training opportunities and guidance will be provided in this regard.
- 1.9. Schools are reminded of their responsibility towards conducting day-to-day maintenance from the Norms and Standard funding allocated to schools, which applies to the maintenance of grounds, cleaning, renovations, gardening services, repairs and/or replacement of parts of school buildings and security mechanisms. **Regular maintenance must be carried out to prevent the deterioration of school buildings and emergency repairs resulting from neglect.** This could be regarded as a valuable opportunity to utilise the school assistant resources allocated to the school to prioritise day-to-day maintenance jobs for example painting and cutting of grass to enhance the appearance of the school grounds, repairing minor leaks to ablution facilities and unblocking/cleaning of gutters. An infrastructure works inspector, through the infrastructure maintenance team, can be made available to the school to assist with training and guidance.

Saving Jobs initiatives

- 2.1. Funding allocated to the Western Cape Education Department will secondly be utilised for the protection of jobs by supporting the effects to save School Governing Body posts at WCED schools and posts at WCED subsidised independent schools.
- 2.2. All public ordinary schools, public special schools, other public education centres (eg. art and music centres), independent ordinary schools and independent special schools, who are currently subsidised by the WCED, qualify to apply for the subsidy to support the payment of current SGB salaries. This is exclusive of Grade R posts (see 2.3 below).
- 2.3. SGB posts at all institutions offering Grade R are not included for this initiative, as the WCED already provide a subsidy for all Grade R practitioners through the Norms and Standards funding for Grade R at both public ordinary-, public special- and independent schools registered with the WCED.
- 2.4. The main purpose of the funds is to augment the schools' Compensation of Employees (COE) budgets and as such will only be disbursed to schools where there are legitimate budget pressures, arising out of parents not being able to pay school fees or schools forfeiting their income supplements generated from donations and sources other than through WCED subsidies. Schools will thus have to prove to the WCED that they are unable to pay salaries due to budget constraints that they are experiencing.
- 2.5. Funds will come in the form of relief to the schools and the WCED will thus not take over the payment of salaries in totality.
- 2.6. The funds will only be available for the duration of the implementation of the Presidential Employment Initiative for Basic Education, which is expected to run from 1 November 2020 until 31 March 2021 for the "Saving Jobs" initiative. The relieve funding to approved schools will therefor be for 5 months only.
- 2.7. Attached to this circular you will find the application form (**Annexure I**) to be completed. Also ensure that your application includes the following information as part of your request for relief funding to augment salaries for affected posts:
 - a. 2020 Approved Budget
 - b. Proof of own income received (from all sourced other than WCED allocations, including any funding received from the UIF) and SGB salaries paid (excluding any payments made ito Section 38A to government employees) for the period 1 January 2020 until 30 September 2020.
 - c. Extract from the school's payroll for the months of both November and December 2020, confirming the list of names of the SGB posts applied for, the post description for the staff member (eg. Educator Grade 5) as well as the total cost per SGB post. No Grade R SGB post may be included (refer to point 2.3 above).

- 2.8. Schools can only submit requests for posts that were filled on 01 April 2020 and became threatened as a result of COVID-19. This implies that no funding will be allocated for aspirational posts and all claims processed for the months following the November claim will be aligned to the November claim that will serve as the base-month.
- 2.9. The WCED will determine how much relief will be provided to an affected school based on the school's level of financial distress, the current salary level of the posts under threat and the total funds allocated to the WCED to save posts. Schools will be informed in writing of the outcome of their application and all approved applications will serve as approval for the duration of the project.
- 2.10. The table below provides a guide on how the WCED would assist schools, with affordability being of paramount importance.

AVERAGE SGB SALARY LEVEL OF THE SCHOOL	WCED INPUT TO SALARIES	SCHOOL INPUT TO SALARIES
X ≤ R10 000	80%	20%
R10 001 – R15 000	70%	30%
R15 001 – R20 000	50%	50%
X ≥ R20 001	35%	65%

- 2.11. All applications must be submitted to the relevant district office by 14 November 2020 latest and will also serve as claim form for approved schools for the subsidy to support the payment of both November and December SGB salaries. The WCED will not be able to accept any late applications.
- 2.12. The claim form for the subsidy to support the payment of January, February and March SGB salaries will be made available to schools with approved applications only.

Funding

- 3.1. Attached to this circular you will find the Memorandum of Understanding (**Annexure J**), which must be entered into between the WCED and each school and signed by the School and returned to the Project Office prior to any funding for the Presidential Employment Initiative Programme being approved for release to any school
- 3.2. The stipend to be paid for all Education Assistants and School Assistants will be R3 500, plus the 1% employer contribution towards the UIF per month, starting from 1 December 2020 and ending on 31 March 2021 (Refer to paragraph 1.6 above). Funds will be transferred on a monthly basis to schools via a transfer payment and will be available in schools' bank accounts prior to the last day of each calendar month. Attached to this circular you will find a proposed Payslip Template that may be used for this purpose (**Annexure K**).

3.3. The funding subsidy made available to schools in support of their SGB appointees' payroll cost will be paid starting from 1 November 2020 and ending on 31 March 2021. Funds will be transferred on a monthly basis to schools via a transfer payment and will be available in schools' bank accounts prior to the last day of each calendar month. The funding Subsidy for the December payrolls will be clustered with the November tranche, considering the school closure date for the December school holiday.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2020-11-05