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Enquiries: Call Centre

Circular: 0064/2021

Expiry date: 31 March 2022

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 Youth Employment Stimulus - BEEI.*

Subject: Basic Education Employment Initiative (BEEI): Phase II

1. The Western Cape Government has identified jobs, safety and wellbeing as its primary policy objectives for effective recovery from the impact of COVID-19. These policy themes align directly with the objectives of the Presidential Youth Employment Initiative and funding set aside by the National Treasury for job creation. It will greatly aid the Western Cape in strengthening existing public employment programmes and support measures to expand credible and evidence-based proposals for job creation in the province further.
2. The allocation of assistants will provide the necessary capacity to schools to manage the impact of COVID-19 on schooling, whilst supporting the basic education sector as it repositions and re-imagines the future beyond COVID-19.
3. **Job opportunities and process to follow:**
 - 3.1 Funding allocated to the Western Cape Education Department (WCED) will be utilised for the following categories at both ordinary public and special schools to create 27 144 job opportunities for the youth (between 18 years and 35 years) in the following categories:
 - 3.1.1 **Education assistants:** between the ages of 18 to 35 years (not turning 36 years before 01 April 2022) with a minimum NQF 4 (matric) qualification; however, an NQF 7 qualification (degree) will be an advantage and a total of 18 096 will be appointed in this category. (Assistants must not be in training, employed or studying.); and
 - 3.1.2 **General school assistants** between the ages of 18 to 35 years (not turning 36 years before 01 April 2022) with or without an NQF 4 qualification (matric) or Year 4 Schools of Skills qualifications or higher qualifications and a total of 9 048 will be appointed in

this category. (Assistants must not be in training, employed or studying.)

- 3.1.3 An allocation letter will be released to each school indicating the number of education assistants and general school assistants the school is entitled to. The letter will be accessible on CEMIS under "Administration" in the BEEI Phase II folder from Monday, 04 October 2021.
- 3.2 Those to be appointed as education assistants and general school assistants can be utilised in the following categories:
 - 3.2.1 Education assistants:
 - i. Curriculum support;
 - ii. Reading; and
 - iii. Information and Communication Technology (ICT).
 - 3.2.2 General school assistants:
 - i. Infrastructure maintenance;
 - ii. Child and youth care workers (CYCW) (psycho- social support); and
 - iii. Sport enrichment assistants (extra-curricular activities, i.e., sport, arts and culture).
- 3.3 Please note the CYCW are only to be appointed in full-service schools and the Directorate: Specialised and Inclusive Education will provide the necessary guidance, support and specialist training.
- 3.4 The recruitment and appointment of education assistants and general school assistants will be delegated to governing bodies while School Management Teams (SMTs) have to manage the various categories of assistants. Advertisements were effected via the SAYouth.Mobi site, which is the preferred service provider supporting youth employment and which the Presidency has partnered with. These adverts closed for applications on 10 October 2021, after an alternative application provision was also put in place. Schools must not accept walk-in or any other type of application except via the SAYouth.Mobi site. This is the only authorised system to be used for selection and will be subjected to an audit process.
- 3.5 Special schools: an alternative recruitment measure is being put in place for special schools and the Directorate: Specialised and Inclusive Education will provide the relevant guidance. This will entail the sourcing of additional applications and registering on the SAYouth.Mobi site. Guidance will be provided to special schools, but the appointment date will be similar, namely 01 November 2021.
- 3.6 **Recruitment and Selection:** Governing bodies must establish selection committee(s) and the district will provide a list of people who applied for the available positions in order for the governing body to shortlist from the applications. Please find the minimum requirements for each assistant category to be applied during the shortlisting process:
 - 3.6.1 Education assistants who will be supporting teaching and learning in the classroom: a candidate should have passed matric (NQF 4), with at least a 40% achievement in the subject they will be placed in.

- 3.6.2 Reading champions as education assistants: a candidate should have passed English as a subject at matric level and have a passion for reading.
- 3.6.3 ICT education assistants: a candidate should have passed Information Technology (IT) as a subject in matric OR have a qualification in IT OR a certificate course in IT. The ICT education assistant will diagnose, repair and maintain hardware and software components to ensure the smooth running of computer systems. The ICT education assistant will support teachers and learners during and after lessons. Lastly, they will be the primary point of contact for IT support within a school.
- 3.6.4 Handyman (general maintenance) placed as a general school assistant: a candidate should express an interest in infrastructure-related jobs.
- 3.6.5 CYCW: a candidate should have passed matric or have a Level 4 certificate in CYCW or any of the health profession certificates (only to be accommodated in full-service schools).
- 3.6.6 Sport and enrichment school assistants: a candidate should have a passion to work with learners in sport, art and culture.

3.5 The shortlist provided to schools will already have been subjected to a pre-screening process to assist the school with the appointment of local candidates. The pre-screening criteria are based on paragraph 3.6.

3.6 **Selection criteria in summary:**

- 3.6.1 Adhere to the age;
- 3.6.2 Adhere to the qualification criteria for each assistant category and sub-category;
- 3.6.3 Applicants must not be in training, studying or in employment or receive any form of salary/wages; and
- 3.6.4 Proximity to the school (approximately within a five-kilometre radius).

3.7 **Documents required** to be provided by the assistant once invited for an interview:

- 3.7.1 Certified copy of identity document;
- 3.7.2 Matric certificate (where applicable) or other NQF 4 or higher qualification proof;
- 3.7.3 Curriculum Vitae; and
- 3.7.4 A testimonial, e.g., from a former school, church/community leader or previous employer.

3.8 Also note that all appointees must be vetted, i.e., a criminal clearance certificate (police clearance certificate), which can be obtained after assumption of duty, but submitted within two months of assumption of duty.

3.9 All the documents are to be retained for auditing purposes and will form part of the personnel files for the appointed candidates.

3.10 Schools are reminded that it is prohibited and unethical to appoint close family members of either governing body members or staff members of the school to these positions.

4. The prescribed timeframes for the selection, appointment, orientation and start date of the project are as follows (excluding special schools):

ITEM	START	END
Long and short lists preparation (Service provider)	11 October 2021	15 October 2021
Schools receive the list of applications	16 October 2021	18 October 2021
Shortlisting – governing body and SMT (schools)	19 October 2021	20 October 2021
Interviews – governing body and SMT (schools)	21 October 2021	22 October 2021
School administrations capture approved candidates/assistants on the National Data Management System (NDMS) and principals/governing body chairpersons approve the nomination on the NDMS.	25 October 2021	29 October 2021
Commencement in schools	01 November 2021	31 March 2022
Orientation & training (Facilitated by the WCED)	01 November 2021	04 November 2021

5. Schools will gain access to the BEEI NDMS in order to process the nominations of successful candidates. Districts will quality assure the nominations on the dedicated NDMS.
6. The Department of Basic Education has developed an NDMS for assistants in collaboration with Bhelela Technologies. The NDMS is cloud-based, and training will be provided to all users on how to use the system. The department is confident that this solution will ease the administrative burden and drastically improve communication channels among schools, districts and the Head Office. More information will be forwarded to schools in due course.
7. Attached to this circular you will also find job descriptions for education assistants (Annexure A) and general school assistants (Annexure B). Once appointments have been concluded it is important for the school to explain the content of the job descriptions with the appointed candidates. Each candidate is required to sign his/her relevant job description.
8. Please note that each successful appointed assistant must provide a copy of banking details, which must be kept on record in the personnel file (reference paragraph 1.6).
9. The stipend to be paid for all education assistants and general school assistants will be R3 817 per month (aligned with the legislated minimum wage threshold as prescribed), starting from 01 November 2021 and ending on 31 March 2022. In addition to this, the

project will also provide for the one per cent employer contribution, which will form part of the transfer payment to your school.

10. Schools are required by law to register with the Unemployment Insurance Fund (UIF) and contribute towards the fund for the assistants appointed by the school. Schools may follow the following link if assistance is required on how to register with the UIF, if they have not done so already: http://www.labour.gov.za/uif_how_toregister-with-the-uif.
11. The Unemployment Insurance Act, 2001 (Act 63 of 2001) and the Unemployment Insurance Contributions Act, 2002 (Act 4 of 2002) apply to all schools (for the purpose of this project regarded as the employer) and the assistants. All schools MUST pay unemployment insurance contributions of 2% of the value of each assistant's pay per month. The school and the assistant each contributes 1%. The school (as employer) is responsible to pay the 1% they deducted from the assistants, together with the 1% as provided through the project funding for the employer portion, to the UIF before the 7th of every month.
12. Below is the break-down of the assistants' remuneration to demonstrate the UIF requirements. Each employee will therefore earn a take-home income of R3 778,83 made up of the following:

Basic stipend	R 3 817,00	
Employer contribution towards UIF	R <u>38,17</u>	(included in transfer payment to your school)
Gross stipend	R 3 855,17	
2% deduction for UIF	(R 76,34)	} payable to the UIF
1% employer contribution	(R38,17)	
1% employee contribution	(R38,17)	
Nett stipend	R <u>3 778,83</u>	

13. Funds will be transferred to your school, monthly, via a transfer payment, and will be available in the school's 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.
14. It will also be requested that the education assistants and general school assistants gain access to on-the-job training opportunities. Further guidance will be provided in this regard.

15. Further communication will be issued to all schools providing relevant information and guidance throughout the duration of the project.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2021-10-13