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

Short summary: *This circular outlines the process that must be followed for the transfer of office- and school-based employees.*

Subject: Employee transfer process

1. This circular repeals and replaces Circular 0074/2002, dated 01 July 2002.
2. **Cognisance must be taken of the following:**
 - 2.1 Written transfer applications for school-based educators must be submitted **at least one school term in advance** and no educator may leave his/her post until their transfer has been approved by the Western Cape Education Department (WCED) and the educator has been duly informed of the transfer.
 - 2.2 Transfer applications are approved by Head Office in accordance with the current institutional delegations, as approved by the Provincial Minister of Education and the Head of Education.
3. **Transfer restrictions**
 - 3.1 The employee applying for a transfer must meet the minimum requirements of and be suitably qualified for the post they intend transferring to.
 - 3.2 Transfers will be considered on merit and the applicant must provide a valid reason for requesting a transfer.

- 3.3 A transfer can only be effected into an existing substantive vacancy after consultation with all stakeholders.
- 3.4 Incumbents of promotion posts cannot be considered for transfer, as all promotion posts must be advertised.
- 3.5 Transfer applications from educators from other provincial education departments will only be considered upon receipt of confirmation that all excess educators as well as newly qualified educators, including Funza Lushaka bursary holders, within the WCED have been considered for the vacant post.
- 3.6 It is recommended that where transfer approvals lead to school-based educator vacancies, the posts be filled by newly qualified educators (including Funza Lushaka bursary holders).
4. **Documents required for transfer applications**
- 4.1 A complete set of documentation must be submitted to the Directorate: Recruitment and Selection.
- 4.2 **Documents required in respect of transfer applications for office-based employees include:**
- a) a letter from the employee requesting the transfer;
 - b) a confirmation letter from the releasing line manager at director level; and
 - c) a confirmation letter from the receiving line manager at director level.
- 4.3 **Documents required in respect of transfer applications for school-based employees include:**
- a) a letter from the employee requesting the transfer;
 - b) confirmation of support from the releasing principal and governing body;
 - c) confirmation of recommendation from the releasing circuit manager and district director;
 - d) confirmation of support from the receiving principal and governing body;
 - e) confirmation of recommendation from the receiving circuit manager and district director (if different from the releasing school);
 - f) A3 form indicating the grade/subject(s) to be taught; and
 - g) in respect of educators, certified copies of the employee's qualifications (certificates and transcripts).
5. Employee movements can only take place once approval for the transfer has been granted. A letter to this effect, confirming the effective date of the transfer, will be issued.
6. Principals and line managers of employees transferring out of the WCED are advised that it is their responsibility to capture the transfer on the Control Paysheet.

7. The transferring employee must submit the appointment letter received from the new department to the relevant deputy director at the Directorate: Service Benefits for the transfer process to be implemented on the PERSAL system.
8. Stakeholders are requested to bring the contents of this circular to the attention of all WCED employees.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-04-25