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To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Principals of public schools and Members of governing bodies

Short summary: *Progressive universalisation of Grade R.*

Subject: Process to be followed for the progressive universalisation of Grade R

1. This circular provides guidance on the manner in which the progressive implementation towards Grade R universalisation from 01 January 2023 will be effected.
2. **Implementation process**
 - 2.1 The progressive implementation of Grade R will focus on Grade R practitioners' profiles, as reflected on CEMIS in departmentally subsidised Grade R opportunities at public schools.
 - 2.2 Grade R will be regarded as part of the Foundation Phase and therefore, the provisions of both the Employment of Educators Act (EEA), 1998 (Act 76 of 1998) (as amended), as well as the *Personnel Administrative Measures (PAM)*, published in *Government Gazette* No. 39684 of 12 February 2016, apply in relation to, among other, qualifications and compulsory retirement age.
 - 2.3 The CEMIS database of Grade R subsidised opportunities was analysed and the information was categorised as follows: Qualified, Underqualified and Unqualified, and it was verified in accordance with provisions contained in Chapter B.1 of the *PAM*. The following Relative Educational Qualification Value (REQV) educational levels are relevant for teachers:

REQV	REQV Educational Value	Professional Qualification Category
10	Grade 12 or lower without a teacher's qualification	Unqualified
11	Grade 8, 9,10,11 plus a teacher's qualification of at least two years relevant training	Underqualified
12	Grade 12 plus one/two years relevant training	Underqualified
13	Grade 12 plus three years relevant training	Qualified
14	Grade 12 plus four years relevant training	Qualified
15	Grade 12 plus five years relevant training	Qualified
16	Grade 12 plus six years relevant training. Only professionally qualified educators can be classified as REQV 16, provided such persons are in possession of a recognised completed degree.	Qualified
17	Grade 12 plus seven years relevant training. To be regarded as REQV 17, a candidate must, in addition to meeting the requirements for classification under REQV 16, also be in possession of at least a recognised master's degree or an approved National Qualifications Framework (NQF) level 8 qualification.	Qualified

2.4 The following table indicates Grade R practitioner qualification categories and which actions will be taken with effect from 01 January 2023:

Category	REQV/NQF Level	Approach
1. Qualified	REQV 13 and above NQF 6 and above	Appointment as a post level 1 educator on PERSAL with service benefits
2. Underqualified	REQV 11/12 NQF 5	Abnormal appointment on PERSAL and paid as a Grade R practitioner on the entry salary level of an educator classified as REQV 10, without benefits
3. Unqualified	REQV 10 NQF 4	Maintain as norms and standards (N&S) subsidy transfer (status quo)

2.5 An appointment as a post level 1 educator is based on provisions contained **in Chapter B of the PAM and Chapter 2 and 3 of the EEA. Recognition of relevant prior experience will be considered for salary purposes.**

3. **Verification of qualifications**

- 3.1 All qualifications of the three categories reflected in paragraph 2.4 must be verified in accordance with provisions contained in **Chapter B.1 of the PAM and could also be subjected to a South African Qualifications Authority verification process, where required.**
- 3.2 All Grade R practitioners who do not meet the minimum requirements in terms of qualifications for REQV13/14 will be moved to either category of unqualified or underqualified, based on the outcome of the verification process.

4. **Vetting of Grade R practitioners**

- 4.1 All appointments as posts level 1 educators or as Grade R practitioners remunerated on PERSAL will be subject to a vetting process.
- 4.2 The vetting process is prescribed in terms of the Western Cape Education Department (WCED) *Policy on the vetting of persons coming into contact with learners or officials at a public school on its premises or at a school activity, 2020*, and as a requirement of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007). Vetting includes verification of identity number, criminal record and academic qualifications.

5. **Documents required for appointment on PERSAL**

- 5.1 The profiles of Grade R practitioners as reflected on the 2022 CEMIS database will be utilised to determine the appointments in the three categories as reflected in paragraph 2.4. Changes to this profile on CEMIS will not be allowed for 2023.
- 5.2 The following documents must be provided:
- a) Curriculum Vitae
 - b) Grade R: DPA 2 form
 - c) Copy of Identity Document
 - d) South African Council for Educators registration certificate
 - e) South African Revenue Service number/letter
 - f) Certified copies of qualifications
 - g) Academic transcripts
 - h) Bank form (Z56) and proof of bank account on a bank letterhead
 - i) Vetting indemnity form
 - j) Service Bonus Choice form (will only be processed for permanent appointments)
 - k) Government Employees Housing Scheme enrolment certificate (will only be processed for permanent appointments)
 - l) Pension Beneficiary form WP 1002 (will only be processed for permanent appointments)

- 5.3 The applicable templates mentioned in paragraph 5.2 are available on the Contract Appointment Tracking (CAT) system on the People Management Practices System (PMPS).
- 5.4 All required documents as listed in paragraph 5.2 must be uploaded via the CAT system on the PMPS, on or before 14 October 2022.
- 5.5 Failure to submit a complete set of documents will result in the application not being considered and processed.
- 5.6 The submission of the required documents by 14 October 2022 will allow for all verification processes to be completed and for the relevant Grade R practitioners as well as post level 1 educators to be appointed on the PERSAL system with effect from 01 January 2023.

6. **Appointment to Grade R positions from 01 January 2023**

- 6.1 Should a Grade R practitioner obtain relevant qualifications after the implementation date of 01 January 2023 for a post level 1 position, such a position will only be considered based on affordability and with effect from a given academic year.
- 6.2 Should a Grade R practitioner reach compulsory retirement age (65 years) or terminate their employment, the post can only be filled with a qualified educator (REQV 13/14). The provisions in paragraph 5.1 must be adhered to as the activation of post level 1 posts for Grade R is based on affordability.

7. **Allocation of posts to public schools for Grade R**

- 7.1 A post level 1 educator post (Grade R) will be allocated to public schools where there is an appropriately qualified educator. This allocation is contingent on the qualification of the educator which will be verified as from 01 January 2023 and is based on the 2022 database of Grade R practitioners registered by schools on CEMIS.
- 7.2 In the event where there is more than one appropriately qualified educator, a post level 1 (Grade R) post for each appropriately qualified educator will be allocated.
- 7.3 The allocated post level 1 (Grade R) post/s at schools that qualify for the allocation of the said post/s, may only be utilised for Grade R and will be reflected as additional to the school's educator staff establishment in future.
- 7.4 **For the foreseeable future, these posts will not be taken into account when determining the number of promotion posts or the grading of a school.**
- 7.5 Future expansions will be subject to affordability within the Compensation of Employee budget of the WCED.

7.6 Underqualified Grade R practitioners will be appointed on PERSAL and the subsidised funding to public schools will be reduced with the stipend amount.

8. **Upskilling of underqualified (REQV 12/NQF 5) Grade R practitioners**

8.1 The WCED is in the process of exploring a qualification pathway that will lead to the required full qualification (REQV 13/14).

8.2 Depending on the cost implication and availability of funds, the WCED may offer financial assistance to eligible recipients who will be mandated to enter into financial assistance contracts, subject to conditions/obligations.

8.3 Details pertaining to the financial assistance programme will be communicated at a later stage.

9. **Payment of subsidy transfers from 01 January 2023**

9.1 Previously, the stipend of a Grade R practitioner was included in the Grade R N&S subsidy. This will be abolished on 31 December 2022. As from 01 January 2023, the N&S subsidy payable to institutions offering Grade R will exclude the Grade R practitioner's stipend.

9.2 The stipend of any unqualified Grade R practitioner will be reinstated as part of the Grade R N&S subsidy in 2023, once the qualification verification process has been concluded.

9.3 Please refer to a forthcoming circular that will be issued in this regard for more details on the N&S subsidy for Grade R.

10. Please bring the content of the circular to the attention of all Grade R practitioners reflected on CEMIS and whose positions are being subsidised by the WCED.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-09-26