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Circular: 0036/2022
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads of all educational institutions and Members of Governing Bodies

Short summary: *The circular serves to inform stakeholders that the appointment of unqualified educators is against prescripts and will no longer be approved.*

Subject: Appointment of unqualified educators

1. This circular is applicable to all education institutions within the Western Cape Education Department (WCED).
2. Please refer to Recruitment and Selection Minute 0003 of 2019, dated 29 May 2019, titled *Revised contract appointment process for institution-based educators*. Amongst other matters, this minute makes provision for the appointment of retired and foreign educators on a contract basis while certain conditions need to be met.
3. In terms of the Personnel Administrative Measures, Chapter B: B.3.2.1.1, to be employed as an educator in the education sector it is mandatory that an educator, upon appointment, is:
 - (a) professionally qualified; and
 - (b) professionally registered with the South African Council for Educators.
4. In line with the WCED's vision of quality education for every child in every classroom, in every school, in our province, all stakeholders are hereby informed to refrain from the practice of appointing unqualified educators.
5. Therefore, all stakeholders are advised that requests/applications for the appointment of unqualified educators, received **from 01 October 2022**, will not be approved. Should education institutions continue to employ the services of an unqualified educator **beyond this date** the prescribed consequence management processes will be followed.

6. The only concession granted is the appointment of underqualified educators (educators in their final year of study) subject to the educator completing all outstanding modules to obtain the professional teaching qualification for the purpose of being considered for permanent employment.
7. Unqualified educators must be encouraged to pursue their studies with a view to obtaining a professional education qualification that is recognised for employment in the education sector.
8. Furthermore, stakeholders must ensure the permanent appointment of suitably qualified post level 1 educators via the recruitment and selection or conversion process.
9. The contents of this circular must be brought to the attention of all WCED employees and stakeholders as a matter of urgency.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-09-22