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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 Initiative.*

**Subject: Presidential Youth Employment Initiative (PYEI) within the basic education sector -
Phase IV**

1. The Western Cape Government has identified 20 500 jobs for job creation that will be placed at public schools as part of the PYEI. This initiative will be funded by the National Treasury. 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. **Criteria for allocations in Phase IV**
 - 3.1 One education assistant for every Foundation Phase (Grade 1 – 3) class of participating schools in the province;
 - 3.2 Two education assistants for each participating primary school (Grade 4) –
 - 3.2.1 At participating schools where there are no Foundation Phase classes but more than five Grade 4 classes, three or four education assistants will be allocated;
 - 3.3 Participating high schools –
 - 3.3.1 For every 100 learners, a teaching assistant will be allocated;
 - 3.4 Two handymen/women per participating school –
 - 3.4.1 Participating schools with fewer than 500 learners will get one handyman/woman;

- 3.5 One sport and enrichment assistant (SEA) per participating school;
- 3.6 128 child and youth care workers for participating full-service schools;
- 3.7 Participating special school allocation will remain the same as in Phase III; and
- 3.8 One Information and Communication Technology (ICT) education assistant for participating no fee schools.

4. **Job opportunities and process to follow**

4.1 Funding allocated to the Western Cape Education Department will be utilised for the following categories at both ordinary public and special schools to create 20 500 job opportunities for the youth (between 18 years and 34 years):

4.1.1 **Education assistants**

- a) They must be between the ages of 18 and 34 years (turning 35 years before 01 April 2023) and be in possession of a minimum National Qualifications Framework (NQF) 4 (matric) qualification; however, an NQF 7 qualification (degree) will be an advantage.
- b) A total of 13 700 persons will be appointed in this category.
- c) Education assistants must not be in training, employed or studying.

4.1.2 **General school assistants**

- a) They must be between the ages of 18 and 34 years (turning 35 years before 01 April 2023) and may be with or without an NQF 4 qualification (matric) or Year 4 Schools of Skills qualification or higher qualification.
- b) A total of 6 800 persons will be appointed in this category.
- c) General school assistants must not be in training, employed or studying.

4.1.3 An allocation letter will be released to each school indicating the number of education assistants and general school assistants the school is entitled to. On Wednesday, 12 October 2022 a letter was sent to each district to distribute to the participating schools.

4.2 Those to be appointed as education assistants and general school assistants can be utilised in the following categories:

4.2.1 **Education assistants, which may/will include the following duties/roles:**

- a) curriculum support inclusive of Reading for Foundation Phase;
- b) care and support assistants; and
- c) ICT management.

4.2.2 **General school assistants, which may/will include the following duties/roles:**

- a) infrastructure maintenance; and
- b) sport and enrichment ventures (extra-curricular activities, i.e. sport, arts and culture).

4.3 Please note the care and support assistants are only to be appointed in full-service schools. The Directorate: Specialised and Inclusive Education will provide the necessary guidance, support and specialist training.

4.4 The recruitment and appointment of education assistants and general school assistants will be delegated to governing bodies while School Management Teams (SMTs) must manage the various categories of assistants. Advertisements were effected via the SAYouth.Mobi site, the preferred service provider supporting youth employment and which the Presidency has partnered with. These advertisements closed for applications on 16 October 2022. 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.

4.5 **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. The appointment date will be 01 February 2023.

4.6 **Recruitment and selection**

Governing bodies must establish selection committee(s) that will conduct the shortlisting and interviewing processes of applications. Please find the minimum requirements for each assistant category to be applied during the shortlisting process:

- 4.6.1 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.
 - 4.6.2 Reading champions as education assistants: a candidate should have passed English as a subject at matric level and have a passion for reading.
 - 4.6.3 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 technical issues, repair and maintain hardware and software components to ensure the smooth running of computer systems. They will also support teachers and learners during and after lessons. Lastly, they will be the primary point of contact for IT support within a school.
 - 4.6.4 Care and support assistants: a candidate should have passed matric (NQF 4) or have a Level 4 certificate in child and youth care work or any health care profession certificate (only to be accommodated in full-service schools).
 - 4.6.5 Handyman/woman (general maintenance): a candidate should express an interest in infrastructure-related jobs.
 - 4.6.6 SEAs: a candidate should have a passion to work with learners in sports, art and culture.
- 4.7 The shortlist provided to schools will already have been subjected to a pre-screening process to assist schools with the appointment of local candidates. The pre-screening criteria are based on paragraph 4.8.

4.8 **Selection criteria in summary:**

- 4.8.1 Adhere to the age;
 - 4.8.2 Adhere to the qualification criteria for each assistant category and sub-category;
 - 4.8.3 Applicants must not be in training, studying or in employment or receive any form of salary/wages;
 - 4.8.4 Applicants must live within a certain proximity to the school (approximately within a five-kilometre radius – urban schools or 30 km – farm/rural school); and
 - 4.8.5 Applicants were not part of Phases I, II and III.
- 4.9 **Required documents** to be provided by the assistant once invited for an interview:
- 4.9.1 Certified copy of identity document;
 - 4.9.2 Matric certificate (where applicable) or other NQF 4 or higher qualification proof;
 - 4.9.3 Curriculum Vitae; and
 - 4.9.4 A testimonial, e.g. from a former school, church/community leader or previous employer.
- 4.10 Also note that all appointees must be vetted, i.e. submit a criminal clearance certificate (name clearance certificate), which must be obtained prior to assumption of duty.
- 4.11 All the documents are to be retained for auditing purposes and will form part of the personnel files for the appointed candidates.
- 4.12 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.
- 4.13 The prescribed timeframes for the selection, appointment, orientation and start date of the project are as follows (excluding special schools):

ITEM	DATES
Advocacy and advertisement	05 September – 16 October 2022
Applications	26 September – 16 October 2022
Selection/sifting	17 October – 04 November 2022
Sending of lists to schools	17 October – 04 November 2022
SMT and governing bodies form panels.	04 - 08 November 2022
SMT and governing bodies shortlist qualifying candidates.	09 - 25 November 2022
SMT and governing bodies invite shortlisted candidates for interviews and recommend for placement.	26 November - 05 December 2022
Monitoring visits by Department of Basic Education and Provincial Education Departments	November/December 2022
School administration staff capture successful candidates on the National Data Management System (NDMS) and upload the signed list of recommended candidates.	06 - 12 December 2022

Successful assistants who did not submit a name clearance certificate by then must apply and submit it before start of contract.	December 2022 – 30 January 2023
General orientation of candidates.	December 2022 – 30 January 2023
Candidates are orientated on school ethos.	December 2022 – 30 January 2023
Generic training of candidates.	December 2022 – 30 January 2023
Principal/governing body chairperson approves appointments on the NDMS.	Approval to be made as soon as assistants bring proof of name clearance and compulsory training certificates. Must be concluded by 31 January 2023
Orientation of district officials, circuit managers, principals, mentors and all relevant PYEI officials at school.	October 2022
Candidates are offered contracts to sign.	31 January 2023
Candidates are offered job descriptions to sign.	31 January 2023
Official starting date for assistants in schools. 100% of candidates	01 February 2023

5. Schools will gain access to the PYEI NDMS in order to process the nominations of successful candidates. Districts will quality assure the nominations on the dedicated NDMS.
6. Schools will find job descriptions for education assistants (Annexure A) and general school assistants (Annexure B) in the approved framework that will be sent to all participating schools. Once appointments have been concluded it is important for schools to explain the content of the job descriptions with the appointed candidates. Each candidate is required to sign his/her relevant job description.
7. Please note that each successful appointed assistant must provide a copy of banking details, which must be kept on record in the personnel file.
8. A stipend of R4122,25 will be paid to the assistants from 01 February 2023 to 30 September 2023. An amount of R81,62 will be deducted for the Unemployment Insurance Fund (UIF) which will result in the amount of **R4040,63 as the nett salary**. The deduction will be administered by the school.
9. Schools are required by law to register with the 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.
10. 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 contribute 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.

11. Below is the break-down of the assistants' remuneration to demonstrate the UIF requirements.

Basic stipend	R4 081,44	
Employer contribution towards UIF	<u>R 40,81</u>	(included in transfer payment to your school)
Gross stipend	R4 122, 25	
2% deduction for UIF	(R81, 62)	
1% employer contribution	(R40, 81)	} payable to the UIF
1% employee contribution	(R40, 81)	
Nett stipend	<u>R4 040, 63</u>	

12. Funds will be transferred to school, monthly, via a transfer payment, and will be available in the schools' bank accounts prior to the last day of each calendar month.
13. 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.
14. 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: 2022-11-02