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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 – Resource Pack.*

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

1. The Western Cape Government has identified 20 500 jobs for job creation that will be placed at public schools within the PYEI for Phase IV commencing on 01 February 2023 and ending on 30 September 2023.
2. The initiative will greatly support participating schools with learning, reading, Information Technology, maintenance, psycho-social support and sport enrichment. It will also significantly contribute to the Western Cape strengthening existing public employment programmes and support measures to expand credible and evidence-based proposals for job creation in the province.
3. In order to fill the opportunities at public schools, the attached documents to guide Phase IV are very important. Adhering to the guidance contained in the documentation will enhance the smooth management of the various assistant opportunities and minimise possible auditing issues.
4. The Western Cape Education Department PYEI office created a resource pack, with project templates and documents, for schools to use as a guide to manage Phase IV. These templates and documents will assist schools in terms of efficiency and audit readiness.
5. All participating schools must consult the following documents in Phase IV to ensure that the project requirements are fulfilled:
  - 5.1 Implementation framework – Phase IV;
  - 5.2 Recruitment guideline;
  - 5.3 Guideline on roles and responsibilities;
  - 5.4 Interview guide for schools;

- 5.5 Leave policy;
  - 5.6 Guide on vetting against the National Register for Sex offenders; and
  - 5.7 Conditions of placements.
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- 6. All documentation for Phase IV must be completed, signed by the appointed personnel and filed for auditing purposes.
  - 7. Two files with guiding notes will be provided to each school.
  - 8. We wish to thank all participating schools for their continuous support in the process of securing 20 500 job opportunities.

**SIGNED:** B WALTERS  
**HEAD: EDUCATION**  
**DATE:** 2022-11-16