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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: *This circular introduces the new data management system to be implemented in Phase IV of the Presidential Youth Employment Initiative.*

Subject: Presidential Youth Employment Initiative (PYEI) within the basic education sector – Phase IV: new data management system

1. The Western Cape Government has identified 20 500 jobs for job creation that will be placed at public schools as part of Phase IV of the PYEI project commencing on 01 February 2023 and ending on 30 September 2023.
2. The initiative is greatly supporting all participating schools with learning, reading, Information Technology, maintenance, psychosocial support and sport enrichment. It will also significantly contribute to the Western Cape by strengthening existing public employment programmes and support measures to expand credible and evidence-based proposals for job creation.
3. In Phases II and III, stakeholders used the Department of Basic Education's National Data Management System (NDMS) for the uploading of appointed assistants' details, capturing leave days, performance management, signing off on payrolls, etc.
4. The NDMS will unfortunately not be available as a data management system for the project during Phase IV.
5. The Western Cape Education Department (WCED) acknowledges that a project of this magnitude cannot be delivered without a reliable system to manage it and that schools are dependent on such a resource.

6. The WCED Project Team developed an in-house alternative data management system for the management of PYEI assistants' and the project's finances that will ease the administration of the project at school level and meets all the data management requirements for the project.
7. This data management system will be piloted at 16 public schools in the province between 05 December 2022 and 09 December 2022.
8. The pilot enabled the WCED Project Team to manage the risks of this new intervention and identify any deficiencies before the resource is put into use across all the participating schools in the Western Cape. This process will save the project valuable time and ensure that the system meets our quality standards and is fit for purpose in the school domain.
9. The WCED Project Team will facilitate the change management process and train all participating schools on the data management system during Phase IV.
10. The data management system is extremely user friendly and will ease the administrative burden previously placed on administrators.
11. A user manual and video will be distributed to schools in January 2023 to assist with the implementation of the system.
12. We wish to thank all participating schools for their continuous support in the process of securing 20 500 new job opportunities in 2023.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-12-10