

File no.: 3/3/1/1/3  
Reference: 20230309-2277

Circular: 0009/2023  
Expiry date: 30 September 2023

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors (Head Office and district offices), Circuit Managers, Principals and School Management Teams

Short summary: *Presidential Youth Employment Initiative (PYEI) auditing preparation.*

**Subject: PYEI within the basic education sector - audit preparation (Phases III and IV)**

1. The Western Cape Government identified 20 500 jobs for job creation that were placed at public schools within PYEI Phases III and IV. It greatly supported the Western Cape in strengthening existing public employment programmes and measures to expand credible and evidence-based proposals for job creation in the province further.
2. The project will be subject to an audit which entails independent verification of all documents of a financial and non-financial nature.
3. The audit will be based on Phases III and IV.
4. Phase III started on 01 April 2022 to 30 September 2022 and was funded by the National Treasury and Phase IV started on 01 February 2023 to 30 September 2023 and is funded by the National Treasury.
5. Principals will be informed timeously should an audit of Phase III be conducted at their school.
6. **Resources**
  - 6.1. All participating schools must ensure that the following documentation is in place for audit purposes:

### 6.1.1 Administration File (PYEI)

The following documentation should be available in the file:

- a) The allocation letter;
- b) The official advertisement used during the online application process;
- c) The Harambee list;
- d) Confidentiality forms of the Recruitment and Selection panel;
- e) Shortlisting and interview minutes;
- f) List of shortlisted and successful candidates;
- g) Proof of notification for interviews;
- h) Interview schedule, questions and interview score sheets;
- i) Recruitment and Selection checklist;
- j) PowerPoint presentation and attendance register for orientation of assistants;
- k) Letter to parents informing them about the new phase;
- l) All official circulars, minutes, emails;
- m) Implementation framework;
- n) All guidelines as included in the resource pack supplied by the Western Cape Education Department (WCED) (Recruitment Guideline, Guideline on roles and responsibilities, Interview Guide for Schools, Leave Policy, Guide on vetting against the National Register for Sex offenders and Conditions on Placements);
- o) Register for all online training;
- p) Daily attendance register;
- q) Checklist for principals, and
- r) Declaration of principal.

### 6.1.2 Finance File

The following documentation should be available in the file:

- a) Finance guideline;
- b) Official circulars, minutes and emails;
- c) Signed payslip reconciliation sheet;
- d) Signed data reconciliation sheet;
- e) Proof of Unemployment Insurance Fund (UIF) payments;
- f) Bank statement per month;
- g) Proof of money paid back to the WCED;
- h) Monthly reconciliations; and
- i) Signed Memorandum of Agreement.

### 6.1.3 Portfolio of Evidence (Assistants' files)

The following documentation should be available in the file:

- a) Curriculum Vitae and qualifications;
- b) Copy of valid identification document;
- c) Proof of bank account;
- d) Proof of SARS tax number;
- e) Signed contract and Code of Conduct;
- f) Signed job description;

- g) Acceptance letter;
- h) Declaration form;
- i) Name clearance certificate or proof of application for name clearance;
- j) Training certificate;
- k) Monthly performance report;
- l) Monthly signed payslips;
- m) Testimonial;
- n) Signed leave forms; and
- o) UIF forms.

**6.1.4 Schools are reminded of the following**

- a) Those assistants who were part of Phases I to III cannot be reappointed in Phase IV;
- b) No assistant studying or participating in any other learnership programme can be appointed in Phase IV;
- c) Appointed assistants cannot do any other work or receive any type of salary/wage while part of Phase IV;
- d) No family members of staff may be appointed as assistants at the school;
- e) Assistants receiving any social grant cannot be appointed;
- f) Assistants cannot be appointed across provinces;
- g) Any assistant's leave which exceeds their official leave days, will result in unpaid leave and the required deduction should be implemented against the assistant's salary payment; and
- h) The assistants are entitled to receive Form UI-19 at the end of the phase for them to claim UIF.

6.2 All documentation for Phases III and IV must be completed, signed by the appointed personnel and filed for auditing purposes.

7. We wish to thank all participating schools for their continuous support in the process of securing 20 500 job opportunities for our youth.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2023-03-23