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Circular: 0028/2023
Expiry date: 31 December 2023

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

Short summary: *Condonation granted for the conversion appointment of post level 1 educators.*

Subject: Condonation granted for the conversion appointment of post level 1 educators

1. This circular is applicable to all educational institutions within the Western Cape Education Department (WCED).
2. This circular must be read in line with Circular 0005/2019, dated 05 January 2019, Circular 0020/2020, dated 23 July 2020, Circular 0036/2022, dated 22 September 2022, and Recruitment and Selection Minute 0003/2019, dated 29 May 2019.
3. Currently, the WCED has over 8 000 post level 1 educators who are employed on a contract basis.
4. An analysis conducted on the profiles of educators employed on contract, confirmed that many post level 1 educators are teaching out of phase and subject.
5. In an attempt to ensure stability at educational institutions, condonation is herewith granted by the Head of Education for the conversion appointments (contract appointment to permanent appointment) of all post level 1 educators teaching out of phase and subject and who are in service as at 01 October 2023.
6. Professionally qualified educators teaching out of phase and subject, but who are already appointed in a permanent capacity as well as those who will be permanently appointed as a result of this initiative, must ensure alignment of their qualification for promotion opportunities going forward, either through bursary applications or at their own cost.

7. The process excludes:
 - 7.1 post level 1 educators employed as substitutes;
 - 7.2 educators employed at Schools of Skills (this category is managed separately);
 - 7.3 foreign educators;
 - 7.4 retired educators;
 - 7.5 educators who were medically boarded;
 - 7.6 educators who opted for any type of severance package; and
 - 7.7 unqualified and underqualified educators (REQV10–12).
8. Eligible educators must access the link: <https://forms.office.com/r/GPDXYfTQb2> and complete the form by 03 November 2023.
9. Heads of educational institutions must ensure the permanent filling of all post level 1 posts, via the conversion process, failing which, vacant post level 1 posts must be advertised in Vacancy List 01/2024.
10. Heads of educational institutions are also reminded to ensure full compliance in respect of paragraph 9.
11. This process is employer-initiated; therefore, where post level 1 educators refuse the offer of permanent employment, justifiable reasons must be provided to the principal. Should the reasons be found not to be justifiable, the educator's appointment will be automatically converted to permanent employment or the contract will not be renewed.
12. Appointments will be confirmed for 01 January 2024.
13. The contents of this circular must be brought to the attention of all stakeholders and staff.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2023-10-24