



Annexure 1

Permanent appointment of qualified Grade R educators

1. This annexure is applicable to education institutions within the Western Cape Education Department (WCED) with qualified Grade R educators.
2. The WCED embarked on the process to universalise Grade R with effect from 2023.
3. Although this process was concluded in April 2023, the WCED is aware that there are still several qualified Grade R educators who, for various reasons, could not be included in the universalisation process.
4. To ensure that qualified Grade R educators are not negatively impacted, the Directorate: Recruitment and Selection will deal with all qualified Grade R educator nominations as part of the standard conversion process with immediate effect.
5. Schools must strictly comply with the process detailed below:

5.1 Qualifications

- 5.1.1. Grade R educators with the following qualification MUST be uploaded on the system:
 - a) A National Professional Diploma in Education (NPDE) (Foundation Phase) and proof of five years teaching experience prior to enrolment of the NPDE
 - b) B.Ed Foundation Phase
 - c) Junior Primary Teacher's Diploma
 - d) Diploma in Grade R Teaching
 - e) An approved academic qualification (NQF 6/7), with a Postgraduate Professional Teaching Qualification which qualifies the educator to teach in the Foundation Phase.
- 5.1.2 It is important to note that an **educare** qualification is not recognised for teaching in ordinary public schools.

5.2 Process to follow

- 5.2.1 Nominations must be uploaded on the online eRecruitment system.
 - a) Log on to the SGB's profile.
 - b) Click on the SGB button.
 - c) Choose the option "Vacant Posts" on the drop-down menu.

- d) To obtain the function to convert the Grade R educator, choose the option "Request New Advert".
- e) **Two mandatory** fields will appear:
 - **Vacancy reason:** Choose the relevant reason from the drop-down menu.
 - **Rank:** Choose "Grade R Educator" from the list of rank descriptions in the drop-down menu.
- f) Click on "Save".
- g) Choose the option "Vacant Posts" on the SGB drop-down menu.
- h) Select the Grade R educator post that was created in the aforementioned steps.
- i) Click on the conversion button that appears to the right of the screen. This is found next to the Grade R post.
- j) Capture the required details on the conversion form that appears on the screen.
- k) Scroll down to and click the "Capture Conversion" button that is at the bottom of the screen.
- l) Upload the conversion documents (mentioned below) as per the drop-down menu.
- m) Once all 11 documents have been uploaded, the "Notify HR" button will appear.
- n) Click on the "Notify HR" button.
- o) Return to "Vacant Posts" on the SGB drop-down menu.
- p) If the conversion documents were successfully uploaded and the "Notify HR" button was clicked, the notification "Complete" will appear below the conversion option. This confirms that the documents were successfully forwarded to the Directorate: Recruitment and Selection, who will continue to verify the content of the uploaded documents.

5.3 Documentation required

The following compulsory documents are required:

- a) A3 form (Nomination for appointment as teacher)
- b) Service Bonus Choice form
- c) Candidate indemnity: Vetting (DOTS)
- d) Conversion Certificate (signed by the principal, SGB chairperson and circuit manager)
- e) DPA 2 Application form
- f) Certified copies of Identity Document (ID) (both sides, if card ID)
- g) Proof of tax registration with the South African Revenue Service
- h) Certified copies of qualification/s **or** proof of completion of qualification (awaiting graduation ceremony)
- i) South African Council for Educators (SACE) certificate/Proof of registration with SACE: postal slip/EFT payment, SACE application form – not older than a year. Email proof to verification@sace.org.za or registration@sace.org.za
- j) Full academic transcripts
- k) Bank form (Z56) and proof of bank account on a bank letterhead
- l) **Important to note:** The above information and templates are available on the eRecruitment system.

6. Failure to comply with the prescribed process will result in nominations NOT being processed and returned to the schools. (A system-generated email will be sent to the registered email account of the school.)
7. A letter of appointment will only be issued after verification and processing of the documents. This will include the following information:
 - successful post allocation and reservation;
 - evaluation of qualifications;
 - salary determination; and
 - personnel suitability checks (vetting).
8. The contents of this annexure must be brought to the attention of all stakeholders and staff.