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Enquiries: NP Funani

Strategic People Management Minute: 0004/2017

To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Heads: Curriculum Coordination and Advice, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment Coordinators, Subject Advisers, and Principals

Subject: Agreement on Recognition of Improved Qualifications for employees appointed in terms of the Public Service Act

1. The Department of Public Service and Administration's (DPSA) Circular H153/2012, dated 09 November 2012, and Circular H98/2014, dated 30 May 2014, as well as PSCBC Resolution 1 of 2012 and PHSDSBC Resolution 1 of 2014 refer.
2. According to the collective agreements, the employer will recognise the attainment of an improved qualification which is related to the employee scope of work and enhances the employee's performance and service delivery by the employee.
3. The Western Cape Education Department (WCED) received a letter of concurrence from the DPSA on proposed improved qualifications per post as reflected on the approved organogram. Any application to obtain approval for an improved qualification will be verified against the approved list of improved qualifications (as endorsed by the DPSA).
4. Upon attainment of the said qualification the employee will receive a **once-off** cash bonus of ten percent (**10%**) of his/her annual salary notch provided it does not exceed the minimum notch of salary level 8 on key scale table 264. Only qualifications obtained from 01 January 2013 onwards will be considered for recognition purposes to receive the once-off cash bonus.
5. The cash bonus is limited to the attainment of one additional qualification. Employees funded by the state for the attainment of an improved qualification are not eligible for the once-off cash bonus.

6. Qualifications must have the necessary credits attached to them to be recognised, as follows:
 - 6.1 National Certificate (120 credits)
 - 6.2 National Diploma (240 – 360 credits)
 - 6.3 Degree (360 – 480 credits) including post graduate and B Tech degrees
 - 6.4 The listed qualifications must carry a minimum of 120 credits and be of a duration of at least 12 months
7. International qualifications recognised by the South African Qualification Authority (SAQA) will also be acceptable in terms of the aforementioned resolutions. Only those qualifications that have been obtained through a recognised institution registered with the Department of Higher Education will be eligible to receive the bonus.
8. The following process is applicable:
 - 8.1 An employee who intends registering for an improved qualification upon completion, of which he/she wishes to be considered for the cash bonus, shall first request approval from the Directorate: Strategic People Management to register for such a qualification.
 - 8.2 The Directorate: Strategic People Management shall consider the employee's request for approval and written feedback within one month's time will be provided whether the application was approved or not. Written reasons for non-approval will also be provided to the applicant.
 - 8.3 An employee must, upon completion of his/her studies, submit the following proof:
 - approval from the WCED; and
 - improved qualification.
9. Any queries in this regard may be directed to Ms Patience Funani on tel. no. 021 467 2243 or email Patience.Funani@westercape.gov.za.
10. It would be appreciated if the contents of this minute could be brought to the attention of all staff concerned.

SIGNED: L ELY
ACTING HEAD: EDUCATION
DATE: 2017-07-21