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Enquiries: CALL CENTRE

Recruitment and Selection Minute: 0004/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Heads of educational institutions, School administration staff, Circuit offices administration staff

Subject: Implementation of the Contract Appointment Tracking (CAT) system

1. The People Management Practices System (PMPS) has been in existence since 2008 and the Contract Appointment Tracking (CAT) module has been activated on the PMPS since January 2015. The system was tested successfully and is used by the majority of schools and districts.

2. The CAT module allows school principals to nominate a contract, substitute or acting appointment at a particular school by using the PMPS. The use of CAT eliminates the need for schools to manually submit their nominations to district offices and then to Head Office. This assists with the fast-tracking of payments to employees. Where schools are unable to access the CAT module on the PMPS, the PMPS helpdesk can be approached for technical assistance.

3. **Please note that from 01 October 2019, all contract, substitute and acting nominations must be loaded onto the PMPS: CAT system. Manual applications will no longer be accepted at Head Office.**

    Schools struggling to access the CAT system can as per usual deliver their nominations to Circuit Managers' offices where the nominations will be uploaded on the system.

4. Please also note the information below.

4.1 Nominations for foreign educators can also be uploaded on the system now.

4.2 If an employee does not have a PERSAL number, the system will generate a unique number that can be used.

Lower Parliament Street, Cape Town, 8001   Private Bag X9114, Cape Town, 8000
Tel.: +27 21 467 2000   Fax: +27 21 483 7658   Employment and salary enquiries: 0861 92 33 22
Safe Schools: 0800 45 46 47   www.westerncape.gov.za

4.3 It is compulsory to upload certain forms. Only documents in PDF format will be accepted for uploading.

4.4 If an error with the nomination is made on the system, the record will only be ready for editing/deletion 24 hours after it has been captured because of background validations that are in place.

5. To capture nominations on the CAT module, please follow the steps below.

5.1 Step 1: The principal must log onto the system via http://lms.pgwc.gov.za by using their unique username and password.

5.2 Step 2: Select the CAT module on the top row of the home page. Select "Add nominee".

5.3 Step 3: Enter the identity number of the nominated educator and click on "Search". A list of previous nominations will appear for educators previously nominated at other schools. An option to add a new nomination will also be available.

5.4 Step 4: Five tabs will appear with various fields to be completed: tab 1: "Personal Details", tab 2: "Contact Details", tab 3: "Employment Details", tab 4: "Post Details", tab 5: "Form Uploads". Complete each of the tabs and save the information after each tab.

6. Once an electronic nomination has been submitted via the CAT module, the Circuit Manager will be notified by email to recommend the nomination.

7. The Establishment Management Section within the Directorate: Recruitment and Selection at Head Office will download the nominations and process the nomination for appointment.

SIGNED: LJ ELY
DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES
DATE: 2019-07-25