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Strategic People Management Minute: 0009/2021

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Circuit Managers, Heads: Management and Governance, Heads: District Curriculum Support, Heads: District Learner Support, Principals, Chief Education Specialists, Deputy Chief Education Specialists, Public Service and Educator Staff

Subject: Distribution of the Exit Management Questionnaire

1. In order to comply with the Department of Public Service and Administration's (DPSA) Determination and Directive to institutionalise the practice of exit interviews in the public service issued in terms of sections 3(2) and 41(3) of the Public Service Act, 1994 (Proclamation 103 of 1994), read with Regulation 69(4) of the *Public Service Regulations, 2016*, published in *Government Gazette* No. 40167 of 29 July 2016, all employees who leave the employ of the Western Cape Education Department (WCED) as a result of ill health or injury, retirement or resignation should complete the attached Exit Management Questionnaire. The directive from the DPSA in this regard, is attached for ease of reference.
2. Completed questionnaires will be analysed to determine why employees leave the department and what possible corrective measures the WCED can implement to retain skilled and competent employees.
3. It is essential that employees complete all fields on the questionnaire to make the analysis as informative as possible. The information provided in the exit questionnaire will be treated in the strictest confidence.
4. In an effort to provide paperless services and for your convenience, the exit questionnaire can be completed online via the following link:
<https://forms.office.com/r/7ngM2G2pKS>.

5. A hard copy exit questionnaire is also available for completion (attached to this minute). Completed questionnaires must be sent via email to PMPS.PMPS@westerncape.gov.za.
6. Kindly bring the contents of this minute to the attention of all staff under your supervision.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2021-10-07