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Strategic People Management Minute: 0012/2023

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

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

1. Strategic People Management Minute 0007/2019, dated 29 July 2019, refers.
2. The support provided for studies towards improved qualifications is focused on all Western Cape Education Department (WCED) employees appointed in terms of the Public Service Act, 1994 (Proclamation 103 of 1994), including those covered by an Occupation Specific Dispensation (OSD). Annually bursaries are advertised for specific fields of study that are in line with the WCED's needs. These bursaries cover the full cost of tuition. In addition to the bursaries, provision for the Recognition of Improved Qualifications is made in terms of Public Service Coordinating Bargaining Council (PSCBC) Resolution No. 1 of 2012, General Public Service Sector Bargaining Council (GPSSBC) Resolution No. 5 of 2014 and Department of Public Service and Administration's (DPSA) Circular HRD 3 of 2015, dated 14 August 2015.
3. This minute must be read in conjunction with the following: PSCBC Resolution No. 1 of 2012, GPSSBC Resolution No. 5 of 2014 and the DPSA Circular HRD 3 of 2015, dated 14 August 2015.
4. In terms of the DPSA's Circular HRD 3 of 2015, dated 14 August 2015, an employee who intends to register for a qualification, upon completion of which he/she wishes to be considered for the cash bonus, shall first request approval from the Head of Department to register for that qualification.
5. A WCED employee who enrolled for the improvement of his/her qualifications after the implementation date in GPSSBC Resolution No. 5 of 2014 and before the WCED had

established its own criteria, would be eligible to receive a cash bonus provided that the achieved qualification falls within the WCED's approved criteria once it becomes available. The conditions as described in paragraph 5 of GPSSBC Resolution No. 5 of 2014 will apply. This provision, however, **lapses on 30 November 2023**, which means, an employee must apply before he/she embarks on further studies towards an improved qualification, receive approval and once his/her studies have been completed, submit proof in order to receive a cash bonus in line with the RIQ.

6. The following process applies:
 - 6.1 The Director: Strategic People Management shall consider all requests referred to in paragraphs 4 and 5 above. Requests shall be made on the RIQ application form, signed by both the employee who intends to study and the immediate manager.
 - 6.2 Application forms can be obtained from and must be returned to:
Ms Patience Funani / Ms Buyiswa Mpama
Directorate: Strategic People Management
7th Floor, 1 North Wharf Square
2 Lower Loop Street
Foreshore
Cape Town
8001
 - 6.3 Each request must be accompanied by the course outline of the intended qualification, the job description of the employee and the costs of the course.
 - 6.4 The Director: Strategic People Management will provide written feedback within one month from the date of submission of the request as to whether the request has been approved or not. Should the request not be approved, reasons for the non-approval will be provided.
7. An employee who receives a state-funded bursary, either partly or in full, for the attainment of an improved qualification shall not be eligible for the once-off cash bonus referred to in paragraph 5 above.
8. A cash bonus can only be paid for one completed improved qualification (see paragraph 6.7 of GPSSBC Resolution No. 5 of 2014).
9. However, the RIQ process explained above does not replace the Public Service Bursary Scheme that exists in the WCED. These are two separate processes and officials can only benefit from one, either the Public Service Bursary Scheme or the RIQ.
10. The Directorate: Strategic People Management will only consider RIQ requests that have been approved in advance.

11. Applications for RIQ are accepted from September to October each year. Applications received outside of this timeframe will not be considered.
12. Any queries in this regard may be directed to Ms Patience Funani on tel. no. 021 467 2243 or via email to Patience.Funani@westerncape.gov.za, or Ms Buyiswa Mpama on tel. no. 021 467 2550 or via email to Buyiswa.Mpama@westerncape.gov.za.
13. It would be appreciated if the contents of this minute could be brought to the attention of all concerned.

SIGNED: M CRONJE

ACTING DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2023-10-06