

File no.: 3/3/2/4/4/1
Reference: 20240904-6499

Strategic People Management Minute: 0011/2024

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 RIQ 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. On completion of studies the following documents must be submitted to the Directorate: Strategic People Management:
 - Approval letter from the WCED to pursue further studies
 - Certified copy of the employee's study record
 - Certified copy of the improved qualification certificate.

6. The following process applies:
 - 6.1 The Director: Strategic People Management shall consider all requests referred to in paragraphs 4 above. Requests shall be made on the RIQ application form (**Annexure A**), signed by both the employee who intends to study and the immediate manager.
 - 6.2 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.
 - 6.3 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 4 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 will be accepted from 25 September to 22 November 2024. Applications received outside of this timeframe will not be considered.
12. Any queries in this regard may be directed to Ms Buyiswa Mpama on tel. no. 021 467 2550 or via email to Buyiswa.Mpama@westerncape.gov.za or Mr Asive Mtamzeli on tel. no. 021 829 0417 or via email to Asive.Mtamzeli@westerncape.gov.za
13. It would be appreciated if the contents of this minute could be brought to the attention of all concerned.

SIGNED: LJ ELY
DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES
DATE: 2024-09-18