




| PLEASE READ THIS FIRST   | SECTION A: EMPLOYER DETAILS & INSTRUCTIONS   |   |
|--|--|---|
|   |  |   |
| <b>PURPOSE OF THIS FORM</b>  |  |   |
| <p>This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.</p>  |  |   |
| <p>This form contains the format for employment equity reporting by designated employers to the Department of Labour.</p>  |  |   |
| <b>WHO COMPLETES THIS FORM?</b>  |  |   |
| <p>All designated employers.<br/>Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.</p>   |  |   |
| <b>WHEN SHOULD EMPLOYERS REPORT?</b>   |  |   |
| <p>Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.</p>  |  |   |
| <p>Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.</p> |  |   |
| <b>SEND TO:</b>  |  |   |
| <p>Employment Equity Registry<br/>The Department of Labour<br/>Private Bag X117<br/>Pretoria 0001</p>  |  |   |
| <p><b>Online reporting:</b><br/><a href="http://www.labour.gov.za">www.labour.gov.za</a><br/>Helpline: 0860101018</p>  |  |   |
| <b>NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED</b>   |  |   |
|  | Trade name   | Western Cape Education Department   |
|  | DTI registration name  |   |
|  | DTI registration number  | 15  |
|  | PAYE/SARS number   | 740703672   |
|  | UIF reference number   |   |
|  | EE reference number  | 1197  |
|  | Seta classification  | Government  |
|  | Industry/Sector  | Education and Training  |
|  | Telephone number   | 021 467 2000  |
|  | <b>Postal address</b>  | Private Bag X9114<br>Cape Town  |
|  | Postal code  | 8000  |
|  | City/Town  | Cape Town   |
|  | Province   | Western Cape  |
|  | <b>Physical address</b>  | Grand Central Towers<br>Plein Street  |
|  | Postal code  | 8000  |
|  | City/Town  | Cape Town   |
|  | Province   | Western Cape  |
|  | <b>Details of CEO/Accounting Officer at the time of submitting this report</b>           |   |
|  | Name and surname   | PA Vinjevoold   |
|  | Telephone number   | 021 467 2000  |
|  | Fax number   |   |
|  | Email address  | Eduhead.eduhead@westerncape.gov.za  |
|  | <b>Details of Employment Equity Senior Manager at the time of submitting this report</b> |   |
|  | Name and Surname   | I Carolus   |
|  | Telephone number   | 021 467 2808  |
|  | Fax number   |   |
|  | Email address  | Ivan.Carolus@westerncape.gov.za   |
|  | <b>Business type</b>   |   |
|  | <input type="checkbox"/> Private Sector  | <input type="checkbox"/> State-Owned Enterprise   |
|  | <input type="checkbox"/> National Government   | <input checked="" type="checkbox"/> Provincial Government   |
|  | <input type="checkbox"/> Local Government  | <input type="checkbox"/> Educational Institution  |
|  | <input type="checkbox"/> Non-profit Organisation   |   |
|  | <b>Information about the organisation at the time of submitting this report</b>          |   |
|  | Number of employees in the organisation  | <input type="checkbox"/> 0 to 49<br><input type="checkbox"/> 50 to 149<br><input checked="" type="checkbox"/> 150 or more |
|  | Is your organisation an organ of State?  | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No  |
|  | Is your organisation part of a group / holding company?                                  | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No  |
|  | If yes, please provide the name  | N/A   |
|  | Year for which this report is submitted  | 2013-2014   |



Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01/ 04/ 2013 to (date): 31/ 03/ 2014  
DD / MM / YYYY DD / MM / YYYY

Please indicate below the duration of your current Employment Equity Plan:

From (date): 01/ 01/ 2013 to (date): 31/ 12/ 2017  
DD / MM / YYYY DD / MM / YYYY

### PLEASE READ THIS FIRST

- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalisation (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. **Numerical goals** must include the entire workforce profile, and **NOT** the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end of its Employment Equity Plan (EE Plan).
- i. **Numerical targets** must include the entire workforce profile, and **NOT** the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must **not** leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".



## SECTION B: WORKFORCE PROFILE

## 1. WORKFORCE PROFILE

1.1 Please report the total number of **employees** (including employees with disabilities) in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Occupational Levels  | Male         |              |           |              | Female       |               |            |              | Foreign Nationals |           | Total         |
|--|--------------|--------------|-----------|--------------|--------------|---------------|------------|--------------|-------------------|-----------|---------------|
|  | A            | C            | I         | W            | A            | C             | I          | W            | Male              | Female    |               |
| Top management   | 1            | 5            | 1         | 3            | 1            | 1             | 1          | 1            | 0                 | 0         | 14            |
| Senior management  | 3            | 11           | 1         | 7            | 5            | 7             | 0          | 4            | 0                 | 0         | 38            |
| Professionally qualified and experienced specialists and mid-management  | 134          | 657          | 10        | 308          | 82           | 175           | 7          | 101          | 0                 | 1         | 1 475         |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 596          | 3 753        | 34        | 981          | 1 431        | 5 121         | 48         | 2 302        | 3                 | 9         | 14 278        |
| Semi-skilled and discretionary decision making   | 1 223        | 2 631        | 16        | 632          | 3 986        | 7 746         | 52         | 3 045        | 74                | 35        | 19 440        |
| Unskilled and defined decision making  | 612          | 2 026        | 3         | 111          | 400          | 1 929         | 1          | 163          | 31                | 16        | 5 292         |
| <b>TOTAL PERMANENT</b>   | <b>2 569</b> | <b>9 083</b> | <b>65</b> | <b>2 042</b> | <b>5 905</b> | <b>14 979</b> | <b>109</b> | <b>5 616</b> | <b>108</b>        | <b>61</b> | <b>40 537</b> |
| Temporary employees  | 0            | 0            | 0         | 0            | 0            | 0             | 0          | 0            | 0                 | 0         | 0             |
| <b>GRAND TOTAL</b>   | <b>2 569</b> | <b>9 083</b> | <b>65</b> | <b>2 042</b> | <b>5 905</b> | <b>14 979</b> | <b>109</b> | <b>5 616</b> | <b>108</b>        | <b>61</b> | <b>40 537</b> |

Note: Temporary employees are included in the number of total permanent for table 1.1 as reflected in the WCED Annual Report 2013/2014.

1.2 Please report the total number of **employees with disabilities only** in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Occupational Levels  | Male     |          |          |          | Female   |          |          |          | Foreign Nationals |          | Total     |
|--|----------|----------|----------|----------|----------|----------|----------|----------|-------------------|----------|-----------|
|  | A        | C        | I        | W        | A        | C        | I        | W        | Male              | Female   |           |
| Top management   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                 | 0        | 0         |
| Senior management  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                 | 0        | 0         |
| Professionally qualified and experienced specialists and mid-management  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                 | 0        | 0         |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 2        | 1        | 0        | 2        | 0        | 1        | 0        | 4        | 0                 | 0        | 10        |
| Semi-skilled and discretionary decision making   | 2        | 2        | 0        | 1        | 1        | 2        | 0        | 1        | 0                 | 0        | 9         |
| Unskilled and defined decision making  | 2        | 3        | 0        | 1        | 1        | 3        | 0        | 0        | 0                 | 0        | 10        |
| <b>TOTAL PERMANENT</b>   | <b>6</b> | <b>6</b> | <b>0</b> | <b>4</b> | <b>2</b> | <b>6</b> | <b>0</b> | <b>5</b> | <b>0</b>          | <b>0</b> | <b>29</b> |
| Temporary employees  | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0                 | 0        | 0         |
| <b>GRAND TOTAL</b>   | <b>6</b> | <b>6</b> | <b>0</b> | <b>4</b> | <b>2</b> | <b>6</b> | <b>0</b> | <b>5</b> | <b>0</b>          | <b>0</b> | <b>29</b> |



## SECTION C: WORKFORCE MOVEMENT

## 2. Recruitment

2.1. Please report the total number of new recruits, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Occupational Levels  | Male         |              |           |            | Female       |              |           |              | Foreign Nationals |            | Total         |
|--|--------------|--------------|-----------|------------|--------------|--------------|-----------|--------------|-------------------|------------|---------------|
|  | A            | C            | I         | W          | A            | C            | I         | W            | Male              | Female     |               |
| Top management   | 0            | 0            | 0         | 0          | 0            | 0            | 0         | 0            | 0                 | 0          | 0             |
| Senior management  | 0            | 2            | 0         | 0          | 0            | 0            | 0         | 1            | 0                 | 0          | 3             |
| Professionally qualified and experienced specialists and mid-management  | 11           | 39           | 0         | 27         | 11           | 16           |           | 16           | 0                 | 0          | 120           |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 47           | 742          | 5         | 110        | 233          | 1 031        | 2         | 238          | 0                 | 0          | 2 408         |
| Semi-skilled and discretionary decision making   | 757          | 1 659        | 6         | 312        | 2 380        | 4 949        | 53        | 1 833        | 240               | 94         | 12 283        |
| Unskilled and defined decision making  | 462          | 1 661        | 6         | 149        | 571          | 2 130        | 2         | 375          | 139               | 63         | 5 558         |
| <b>TOTAL PERMANENT</b>   | <b>1 277</b> | <b>4 103</b> | <b>17</b> | <b>598</b> | <b>3 195</b> | <b>8 126</b> | <b>57</b> | <b>2 463</b> | <b>379</b>        | <b>157</b> | <b>20 372</b> |
| Temporary employees  | 0            | 0            | 0         | 0          | 0            | 0            | 0         | 0            | 0                 | 0          | 0             |
| <b>GRAND TOTAL</b>   | <b>1 277</b> | <b>4 103</b> | <b>17</b> | <b>598</b> | <b>3 195</b> | <b>8 126</b> | <b>57</b> | <b>2 463</b> | <b>379</b>        | <b>157</b> | <b>20 372</b> |

## 3. Promotion

3.1. Please report the total number of promotions into each occupational level, including people with disabilities. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Occupational Levels  | Male       |            |          |            | Female     |            |          |            | Foreign Nationals |          | Total        |
|--|------------|------------|----------|------------|------------|------------|----------|------------|-------------------|----------|--------------|
|  | A          | C          | I        | W          | A          | C          | I        | W          | Male              | Female   |              |
| Top management   | 0          | 2          | 0        | 1          | 0          | 0          | 0        | 0          | 0                 | 0        | 3            |
| Senior management  | 0          | 0          | 0        | 1          | 0          | 0          | 0        | 1          | 0                 | 0        | 2            |
| Professionally qualified and experienced specialists and mid-management  | 13         | 89         | 1        | 39         | 13         | 25         | 0        | 21         | 0                 | 0        | 201          |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 77         | 419        | 3        | 80         | 239        | 605        | 8        | 200        | 0                 | 0        | 1631         |
| Semi-skilled and discretionary decision making   | 21         | 54         | 0        | 1          | 31         | 112        |          | 38         | 1                 | 0        | 258          |
| Unskilled and defined decision making  | 46         | 96         | 0        | 2          | 33         | 83         | 0        | 2          | 0                 | 0        | 262          |
| <b>TOTAL PERMANENT</b>   | <b>157</b> | <b>660</b> | <b>4</b> | <b>124</b> | <b>316</b> | <b>825</b> | <b>8</b> | <b>262</b> | <b>1</b>          | <b>0</b> | <b>2 357</b> |
| Temporary employees  | 0          | 0          | 0        | 0          | 0          | 0          | 0        | 0          | 0                 | 0        | 0            |
| <b>GRAND TOTAL</b>   | <b>157</b> | <b>660</b> | <b>4</b> | <b>124</b> | <b>316</b> | <b>825</b> | <b>8</b> | <b>262</b> | <b>1</b>          | <b>0</b> | <b>2 357</b> |

Note: Promotion table includes salary upgrades, notch increments, pay progressions and OSD.



## 4. Termination

4.1. Please report the total number of terminations in each occupational level, including people with disabilities.

Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Occupational Levels  | Male         |              |           |            | Female       |              |           |              | Foreign Nationals |            | Total         |
|--|--------------|--------------|-----------|------------|--------------|--------------|-----------|--------------|-------------------|------------|---------------|
|  | A            | C            | I         | W          | A            | C            | I         | W            | Male              | Female     |               |
| Top management   | 0            | 0            | 0         | 0          | 0            | 1            |           |              | 0                 | 0          | 1             |
| Senior management  | 0            | 1            | 0         | 0          | 0            | 0            | 0         | 0            | 0                 | 0          | 1             |
| Professionally qualified and experienced specialists and mid-management  | 18           | 89           | 0         | 40         | 17           | 28           | 0         | 25           | 0                 | 0          | 217           |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 66           | 920          | 8         | 160        | 307          | 1 300        | 6         | 378          | 0                 | 0          | 3 145         |
| Semi-skilled and discretionary decision making   | 733          | 1 666        | 4         | 301        | 2 316        | 4 804        | 43        | 1 715        | 261               | 101        | 11 944        |
| Unskilled and defined decision making  | 376          | 1 421        | 6         | 97         | 329          | 1 602        | 2         | 190          | 113               | 52         | 4 188         |
| <b>TOTAL PERMANENT</b>   | <b>1 193</b> | <b>4 097</b> | <b>18</b> | <b>598</b> | <b>2 969</b> | <b>7 735</b> | <b>51</b> | <b>2 308</b> | <b>374</b>        | <b>153</b> | <b>19 496</b> |
| Temporary employees  | 0            | 0            | 0         | 0          | 0            | 0            | 0         | 0            | 0                 | 0          | 0             |
| <b>GRAND TOTAL</b>   | <b>1 193</b> | <b>4 097</b> | <b>18</b> | <b>598</b> | <b>2 969</b> | <b>7 735</b> | <b>51</b> | <b>2 308</b> | <b>374</b>        | <b>153</b> | <b>19 496</b> |

## SECTION D: SKILLS DEVELOPMENT

### 5. Skills Development

5.1. Please report the total number of people including people with disabilities, who received training **ONLY** for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Occupational Levels  | Male         |              |           |              | Female       |              |           |              | Total         |
|--|--------------|--------------|-----------|--------------|--------------|--------------|-----------|--------------|---------------|
|  | A            | C            | I         | W            | A            | C            | I         | W            |               |
| Top management   | 0            | 0            | 0         | 0            | 0            | 0            | 0         | 0            | 0             |
| Senior management  | 3            | 0            | 0         | 0            | 0            | 0            | 0         | 0            | 3             |
| Professionally qualified and experienced specialists and mid-management  | 2 028        | 3 015        | 48        | 988          | 1 873        | 5 445        | 90        | 1 514        | 15 001        |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 25           | 161          | 0         | 151          | 159          | 485          | 0         | 0            | 981           |
| Semi-skilled and discretionary decision making   | 10           | 27           | 0         | 2            | 50           | 127          | 0         | 61           | 277           |
| Unskilled and defined decision making  | 5            | 11           | 0         | 8            | 14           | 50           | 0         | 25           | 113           |
| <b>TOTAL PERMANENT</b>   | <b>2 071</b> | <b>3 214</b> | <b>48</b> | <b>1 149</b> | <b>2 096</b> | <b>6 107</b> | <b>90</b> | <b>1 600</b> | <b>16 375</b> |
| Temporary employees  | 0            | 0            | 0         | 0            | 0            | 0            | 0         | 0            | 0             |
| <b>GRAND TOTAL</b>   | <b>2 071</b> | <b>3 214</b> | <b>48</b> | <b>1 149</b> | <b>2 096</b> | <b>6 107</b> | <b>90</b> | <b>1 600</b> | <b>16 375</b> |

Note: There is no alignment between the Organising Framework for Occupations (OFO) reported to the SETAs and the occupation categories listed under the Code of Remuneration (CORE). The Department has aligned the CORE occupation categories with the OFO occupation categories for reporting purposes in respect of the number of employees.



## SECTION E: NUMERICAL GOALS &amp; TARGETS

## 6. Numerical goals

6.1. Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites:

| Occupational Levels  | Male         |               |            |              | Female       |              |            |              | Foreign Nationals |          | Total         |
|--|--------------|---------------|------------|--------------|--------------|--------------|------------|--------------|-------------------|----------|---------------|
|  | A            | C             | I          | W            | A            | C            | I          | W            | Male              | Female   |               |
| Top management   | 2            | 4             | 0          | 1            | 2            | 3            | 0          | 1            | 0                 | 0        | 13            |
| Senior management  | 6            | 10            | 0          | 4            | 5            | 9            | 0          | 3            | 0                 | 0        | 37            |
| Professionally qualified and experienced specialists and mid-management  | 638          | 1 105         | 24         | 407          | 556          | 963          | 13         | 328          | 0                 | 0        | 4 034         |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 4270         | 7 405         | 162        | 2 729        | 3 728        | 6 458        | 81         | 2 190        | 0                 | 0        | 27 023        |
| Semi-skilled and discretionary decision making   | 639          | 1 109         | 25         | 409          | 559          | 967          | 12         | 328          | 0                 | 0        | 4 048         |
| Unskilled and defined decision making  | 477          | 827           | 18         | 305          | 416          | 721          | 9          | 244          | 0                 | 0        | 3 017         |
| <b>TOTAL PERMANENT</b>   | <b>6 032</b> | <b>10 460</b> | <b>229</b> | <b>3 855</b> | <b>5 266</b> | <b>9 121</b> | <b>115</b> | <b>3 094</b> | <b>0</b>          | <b>0</b> | <b>38 172</b> |
| Temporary employees  | 0            | 0             | 0          | 0            | 0            | 0            | 0          | 0            | 0                 | 0        | 0             |
| <b>GRAND TOTAL</b>   | <b>6 032</b> | <b>10 460</b> | <b>229</b> | <b>3 855</b> | <b>5 266</b> | <b>9 121</b> | <b>115</b> | <b>3 094</b> | <b>0</b>          | <b>0</b> | <b>38 172</b> |

## 7. Numerical targets

7 of 9 EEA2

7.1. Please indicate the numerical targets as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve at the end of the next reporting cycle, in terms of occupational levels.  
Note: A=Africans, C=Coloureds, I=Indians and W=Whites

| Occupational Levels  | Male         |               |            |              | Female       |              |            |              | Foreign Nationals |          | Total         |
|--|--------------|---------------|------------|--------------|--------------|--------------|------------|--------------|-------------------|----------|---------------|
|  | A            | C             | I          | W            | A            | C            | I          | W            | Male              | Female   |               |
| Top management   | 2            | 4             | 0          | 1            | 2            | 4            | 0          | 1            | 0                 | 0        | 14            |
| Senior management  | 6            | 10            | 0          | 4            | 5            | 9            | 0          | 3            | 0                 | 0        | 37            |
| Professionally qualified and experienced specialists and mid-management  | 683          | 1 185         | 26         | 437          | 602          | 1 029        | 13         | 350          | 0                 | 0        | 4 325         |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 2 248        | 3 899         | 85         | 1 437        | 1 978        | 3 387        | 43         | 1 152        | 0                 | 0        | 14 229        |
| Semi-skilled and discretionary decision making   | 2 646        | 4 587         | 100        | 1 690        | 2 327        | 3 985        | 50         | 1 355        | 0                 | 0        | 16 740        |
| Unskilled and defined decision making  | 717          | 1 243         | 27         | 458          | 631          | 1 080        | 14         | 368          | 0                 | 0        | 4 538         |
| <b>TOTAL PERMANENT</b>   | <b>6 302</b> | <b>10 928</b> | <b>238</b> | <b>4 027</b> | <b>5 545</b> | <b>9 494</b> | <b>120</b> | <b>3 229</b> | <b>0</b>          | <b>0</b> | <b>39 883</b> |
| Temporary employees  | 0            | 0             | 0          | 0            | 0            | 0            | 0          | 0            | 0                 | 0        | 0             |
| <b>GRAND TOTAL</b>   | <b>6 302</b> | <b>10 928</b> | <b>238</b> | <b>4 027</b> | <b>5 545</b> | <b>9 494</b> | <b>120</b> | <b>3 229</b> | <b>0</b>          | <b>0</b> | <b>39 883</b> |

## SECTION F: MONITORING & EVALUATION

### 8. Consultation

8.1. Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

| Consultation                                 | Yes | No |
|--|-----|----|
| Consultative body or employment equity forum | X   |    |
| Registered trade union(s)                    | X   |    |
| Employees                                    | X   |    |



## 9. Barriers and affirmative action measures

9.1. Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is 'Yes' to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

| Categories  | BARRIERS |    | AFFIRMATIVE ACTION MEASURES |    | TIME-FRAME FOR IMPLEMENTATION OF AA MEASURES |            |
|---|----------|----|-----------------------------|----|--|------------|
|   | YES      | NO | YES                         | NO | START DATE                                   | END DATE   |
| Recruitment procedures  | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| Advertising positions   |          | x  |                             | x  |  |            |
| Selection criteria  | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| Appointments  | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| Job classification and grading                                |          | x  |                             | x  |  |            |
| Remuneration and benefits                                     |          | x  |                             | x  |  |            |
| Terms & conditions of employment                              |          | x  |                             | x  |  |            |
| Job assignments   |          | x  |                             | x  |  |            |
| Work environment and facilities                               | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| Training and development                                      | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| Performance and evaluation                                    |          | x  |                             | x  |  |            |
| Promotions  |          | x  |                             | x  |  |            |
| Transfers   |          | x  |                             | x  |  |            |
| Succession & experience planning                              | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| Disciplinary measures   |          | x  |                             | x  |  |            |
| Dismissals  |          | x  |                             | x  |  |            |
| Retention of designated groups                                | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| Corporate culture   | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| Reasonable accommodation                                      | x        |    | x                           |    | 01/01/2013                                   | 31/12/2017 |
| HIV&AIDS prevention and wellness programmes                   |          | x  |                             | x  |  |            |
| Assigned senior manager(s) to manage EE implementation        |          | x  |                             | x  |  |            |
| Budget allocation in support of employment equity goals       |          | x  |                             | x  |  |            |
| Time off for employment equity consultative committee to meet |          | x  |                             | x  |  |            |



## J. Monitoring and evaluation of implementation

10.1. How regularly do you monitor progress on the implementation of the Employment Equity Plan?  
Please choose one.

|         |           |
|---------|-----------|
| Monthly | Quarterly |
|         | X         |

10.2. Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

| Yes | No | Please explain  |
|-----|----|---|
|     | X  | The department has not yet reached its EE Plan objectives. EE is applied during the shortlisting process to advance under-represented race and gender groups, as well as People with Disabilities. A strong focus is placed on the advancement of females in senior positions. The department has reached a representation of 37.74% of Women in SMS positions. |

## SECTION G: Signature of the Chief Executive Officer/Accounting Officer

### Chief Executive Officer/Accounting Officer

I, Penny Unjewald (full Name) CEO/Accounting Officer of  
the Western Cape Education Department

hereby declare that I have read, approved and authorized this report.

Signed on this 03 day of November (month) year 2014

At (place): Cape Town

Penny Unjewald  
Chief Executive Officer/Accounting Officer



