



PLEASE READ THIS FIRST

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form.

Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, small employers are not required to complete Section F of the form.

WHO SHOULD COMPLETE THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

ESSENTIAL REQUIREMENTS

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them.

Guidance to overcome difficulties in order to complete the form properly must be obtained from the Department prior to completing and submitting the report.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001

Online reporting: www.labour.gov.za
Helpline: 0860101018

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

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
Fax number	
Email address	
Postal address	Private Bag X9114 Cape Town
Postal code	8000
City/Town	Cape Town
Province	Western Cape
Physical address	Grand Central Towers Plein Street
Postal code	8000
City/Town	Cape Town
Province	Western Cape
Details of CEO at the time of submitting this report	
Name and surname	PA Vinjevold
Telephone number	021 467 2000
Fax number	
Email address	eduhead@pgwc.gov.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and Surname	S Faker
Telephone number	0214679278
Fax number	
Email address	Salie.Faker@westerncape.gov.za
Business type	
<input type="checkbox"/> Private Sector <input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Non-profit Organization	<input checked="" type="checkbox"/> Parastatal <input type="checkbox"/> Provincial Government <input type="checkbox"/> Educational Institution
Information about the organization at the time of submitting this report	
Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input checked="" type="checkbox"/> 150 or more
Is your organization an organ of State?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation part of a group / holding company? If yes, please provide the name.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No _____
Date of submitting this report	05 / 12 / 2012 DD / MM / YYYY

Please indicate below the period the report covers (in the case of large employers the preceding twelve months and for small employers twenty-four months, except for first time reporting where the period may be shorter):

From (date): 01 / 04 / 2011
DD / MM / YYYY

To (date): 31 / 03 / 2012
DD / MM / YYYY

Please indicate below the duration of your current employment equity plan:

From (date): 01 / 01 / 2008
DD / MM / YYYY

To (date): 31 / 12 / 2012
DD / MM / YYYY

Please read this first

- a. The method of reporting should remain for the period of the plan, and must be consistent from reporting period to reporting period.
- b. Employers must refrain from leaving blank spaces or using a dash (-) when referring to the value "0" (Zero) or the word "No". All relevant areas of the form must be fully and accurately completed by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- c. "Temporary employees" mean workers who are employed to work for three consecutive months or less.
- d. The **Numerical goal** is the workforce profile the employer projects to achieve at the end of the employer's current employment equity plan (EE Plan). The numerical goals of the employer must be the same for the entire duration of the EE Plan.
- e. The **Numerical target** is the workforce profile the employer projects to achieve by the end of the next reporting period.
- f. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Areas that only apply to small employers shall be made available by the Department of Labour in a separate form as well.
- g. 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.

SECTION B: WORKFORCE PROFILE AND CORE & SUPPORT FUNCTIONS

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	2	3	1	2	1	2	1	1	-	-	13
Senior management	3	13	1	10	5	6	-	2	-	-	40
Professionally qualified and experienced specialists and mid-management	128	637	10	297	72	148	6	79	1	1	1379
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	580	3888	39	1077	1297	4915	48	2368	4	8	14224
Semi-skilled and discretionary decision making	1204	2728	13	609	3976	7971	47	2891	83	31	19553
Unskilled and defined decision making	615	1897	4	103	391	1888	1	147	40	15	5101
TOTAL PERMANENT	2532	9166	68	2098	5742	14930	103	5488	128	55	40310
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	2532	9166	68	2098	5742	14930	103	5488	128	55	40310

Note: Temporary employees are included in the number of total permanent for table 1.1, as reflected in the WCED Annual Report 2011/2012.

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	-	-	-	-	-	-	-	-	-	-	-
Senior management	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	-	-	-	1	-	-	-	-	-	-	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	3	-	2	-	1	-	5	-	-	13
Semi-skilled and discretionary decision making	1	2	-	3	1	2	-	1	-	-	10
Unskilled and defined decision making	2	3	-	1	1	4	-	-	-	-	11
TOTAL PERMANENT	5	8	-	7	2	7	-	6	-	-	35
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	5	8	-	7	2	7	-	6	-	-	35

Note: Temporary employees are included in the number of total permanent for table 1.2, as reflected in the WCED Annual Report 2011/2012.

2. Core Operation Functions and Support Functions by Occupational Level

A job could either be a **Core operation** function or a **Support** function. **Core operation Function** positions are those that directly relate to the core business of an organization and may lead to revenue generation e.g. sales production, etc. **Support Function** positions provide infrastructure and other enabling conditions for revenue generation e.g. human resources corporate services etc.

2.1 Please indicate the total number of employees (including people with disabilities), that are involved in **Core Operation Function** positions at each level in your organization only. 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	-	-	-	-	-	-	-	-	-	-	-
Senior management	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	118	609	9	282	68	128	6	72	1	1	1294
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	552	3776	36	1056	1253	4810	46	2338	4	8	13879
Semi-skilled and discretionary decision making	1066	2167	10	556	3540	6404	35	2339	82	29	16228
Unskilled and defined decision making	27	78	1	22	37	151	0	64	37	14	431
TOTAL PERMANENT	1763	6630	56	1916	4898	11493	87	4813	124	52	31832
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	1763	6630	56	1916	4898	11493	87	4813	124	52	31832

Note: Temporary employees are included in the number of total permanent for table 2.1, as reflected in the WCED Annual Report 2011/2012.

2.2 Please indicate the total number of employees (including people with disabilities), that are involved in **Support Function** positions at each level in your organization. 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	3	1	2	1	2	1	1	0	0	13
Senior management	3	13	1	10	5	6	0	2	0	0	40
Professionally qualified and experienced specialists and mid-management	10	28	1	15	4	20	0	7	0	0	85
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	28	112	3	21	44	105	2	30	0	0	345
Semi-skilled and discretionary decision making	138	561	3	53	436	1567	12	552	1	2	3325
Unskilled and defined decision making	588	1819	3	81	354	1737	1	83	3	1	4670
TOTAL PERMANENT	769	2536	12	182	844	3437	16	675	4	3	8478
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	769	2536	12	182	844	3437	16	675	4	3	8478

Note: Temporary employees are included in the number of total permanent for table 2.2, as reflected in the WCED Annual Report 2011/2012.

SECTION C: WORKFORCE MOVEMENT

3. Recruitment

3.1 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	-	-	-	-	-	-	-	-	-	-	-
Senior management	-	-	-	3	-	-	-	-	-	-	3
Professionally qualified and experienced specialists and mid-management	17	28	-	26	-	11	-	5	1	-	88
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	64	891	11	151	240	1026	3	251	3	-	2640
Semi-skilled and discretionary decision making	656	1596	10	275	2280	4664	35	1546	209	92	11363
Unskilled and defined decision making	656	1901	12	165	544	2034	4	351	205	69	5941
TOTAL PERMANENT	1394	4416	33	620	3064	7735	42	2153	418	161	20035
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	1394	4416	33	620	3064	7735	42	2153	418	161	20036

4. Promotion

4.1 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	-	-	-	-	-	-	-	-	-	-	-
Senior management	-	1	-	1	-	1	-	1	-	-	4
Professionally qualified and experienced specialists and mid-management	10	51	1	26	6	18	-	6	-	-	118
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	68	350	7	69	157	444	3	189	-	-	1287
Semi-skilled and discretionary decision making	1	4	-	-	10	42	-	7	1	-	65
Unskilled and defined decision making	-	1	-	-	-	-	-	-	-	-	1
TOTAL PERMANENT	79	407	8	96	173	505	3	203	1	-	1475
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	79	407	8	96	173	505	3	203	1	-	1475

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

5. Termination

5.1 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	-	-	-	1	-	-	-	-	-	-	1
Senior management	-	3	-	2	-	-	-	-	-	-	5
Professionally qualified and experienced specialists and mid-management	21	48	-	52	5	21	-	13	1	-	161
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	97	990	8	191	271	1195	2	349	3	-	3107
Semi-skilled and discretionary decision making	663	1582	9	241	2202	4684	33	1437	209	98	11158
Unskilled and defined decision making	650	1813	10	139	436	1663	-	211	180	62	5164
TOTAL PERMANENT	1431	4436	27	626	2914	7563	35	2010	393	161	19596
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	1431	4436	27	626	2914	7563	35	2010	393	161	19596

5.2 Please report the total number of terminations, including people with disabilities, in each termination category below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	35	104	-	37	62	183	-	134	1	1	557
Non-renewal of contract	1318	4099	27	508	2789	7094	33	1714	392	160	18134
retrenchment – Operational requirements	-	-	-	-	-	-	-	-	-	-	-
Dismissal - misconduct	17	45	-	1	3	10	-	1	-	-	77
Dismissal - incapacity	-	-	-	-	-	-	-	-	-	-	-
Retirement	27	138	-	65	37	226	1	149	-	-	643
Death	27	33	-	8	18	21	-	5	-	-	112
Other	7	17	-	7	5	29	1	7	-	-	73
TOTAL	1431	4436	27	626	2914	7563	35	2010	393	161	19596

Note 1: Temporary employees are included in the number of total permanent for table 5.1, as reflected in the WCED Annual Report 2011/2012.

Note 2: Non- renewal of contract includes contract expiry, resign contract and service period expiry.

SECTION D: SKILLS DEVELOPMENT

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6. Skills Development

6.1 Please report the total number of people from the designated groups, including people with disabilities, who received training **solely** 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	-	-	-	-	-	-	-	-	-
Senior management	2	17	-	5	4	13	-	2	43
Professionally qualified and experienced specialists and mid-management	686	1840	19	922	1501	3250	30	1188	9436
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	9	-	9	19	52	-	32	123
Semi-skilled and discretionary decision making	80	99	3	16	162	368	1	107	836
Unskilled and defined decision making	115	295	-	41	90	467	1	71	1080
TOTAL PERMANENT	885	2260	22	993	1776	4150	32	1400	11518
Temporary employees	-	-	-	-	-	-	-	-	-
GRAND TOTAL	885	2260	22	993	1776	4150	32	1400	11518

Note: Professionally qualified includes Principals, as well as Educators.

6.2 Please report the total number of **people with disabilities only** who received training **solely** 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	-	-	-	-	-	-	-	-	-
Senior management	-	1	-	-	-	1	-	-	2
Professionally qualified and experienced specialists and mid-management	2	1	-	1	-	2	-	1	7
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	-	1	-	-	3	3	-	1	8
Semi-skilled and discretionary decision making	-	-	-	-	-	-	-	-	-
Unskilled and defined decision making	-	-	-	-	-	-	-	-	-
TOTAL PERMANENT	2	3	-	1	3	6	-	2	17
Temporary employees	-	-	-	-	-	1	-	-	1
GRAND TOTAL	2	3	-	1	3	7	-	2	18

SECTION E: NUMERICAL GOALS & TARGETS

7. Numerical goals

7.1 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, 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	-	1	2	3	-	2	-	-	14
Senior management	6	10	-	4	5	9	-	2	-	-	36
Professionally qualified and experienced specialists and mid-management	659	1142	25	421	579	992	13	338	-	-	4169
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2209	3832	84	1412	1944	3328	42	1133	-	-	13984
Semi-skilled and discretionary decision making	2719	4715	104	1738	2392	4096	51	1393	-	-	17208
Unskilled and defined decision making	955	1657	36	611	841	1439	18	490	-	-	6047
TOTAL PERMANENT	6550	11360	249	4187	5763	9867	124	3358	-	-	41458
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	6550	11360	249	4187	5763	9867	124	3358	-	-	41458

7.2 Please indicate the numerical goals (i.e. the workforce profile) you project to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of occupational levels.

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	-	-	-	-	-	-	-	-	-	-	-
Senior management	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	13	23	1	8	12	20	0	7	-	-	84
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	44	77	2	28	39	67	1	23	-	-	281
Semi-skilled and discretionary decision making	54	94	2	35	48	82	1	28	-	-	344
Unskilled and defined decision making	19	33	1	12	17	29	0	10	-	-	121
TOTAL PERMANENT	130	227	6	83	116	198	2	68	-	-	830
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	130	227	6	83	116	198	2	68	-	-	830

8. Numerical targets

8.1 Please indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of employees, including people with disabilities, at the end of the next reporting 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	-	1	2	3	-	2	-	-	14
Senior management	6	10	-	4	5	9	-	2	-	-	36
Professionally qualified and experienced specialists and mid-management	659	1142	25	421	579	992	13	338	-	-	4169
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2209	3832	84	1412	1944	3328	42	1133	-	-	13984
Semi-skilled and discretionary decision making	2719	4715	104	1738	2392	4096	51	1393	-	-	17208
Unskilled and defined decision making	955	1657	36	611	841	1439	18	490	-	-	6047
TOTAL PERMANENT	6550	11360	249	4187	5763	9867	124	3358	-	-	41458
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	6550	11360	249	4187	5763	9867	124	3358	-	-	41458

8.2 Please indicate the numerical targets (i.e. the workforce profile) you project to achieve for the total number of **employees with disabilities only** at the end of the next reporting period 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	-	-	-	-	-	-	-	-	-	-	-
Senior management	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management	13	23	1	8	12	20	0	7	-	-	84
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	44	77	2	28	39	67	1	23	-	-	281
Semi-skilled and discretionary decision making	54	94	2	35	48	82	1	28	-	-	344
Unskilled and defined decision making	19	33	1	12	17	29	0	10	-	-	121
TOTAL PERMANENT	130	227	6	83	116	198	2	68	-	-	830
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
GRAND TOTAL	130	227	6	83	116	198	2	68	-	-	830

SECTION F: MONITORING & EVALUATION *(This section is not applicable to small employers)*

9. Disciplinary Action

9.1 Disciplinary action: (report the total number of disciplinary actions during the twelve months preceding this report). Report on formal outcomes only. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

DISCIPLINARY ACTION	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
	40	129	-	7	30	45	-	4	-	-	
											255

10. Awareness of Employment Equity

10.1 Please indicate which of the following awareness measures were implemented by your organization:

	Yes	No	No. of employees covered
Formal written communication	X		40310
Policy statement includes reference to employment equity	X		40310
Summary of the Act displayed	X		
Employment Equity training		X	
Diversity management programmes		X	
Discrimination awareness programmes		X	

11. Consultation

11.1 Please indicate which stakeholders were involved in the consultation process when developing and implementing your employment equity plan and when preparing this Employment Equity Report:

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

12. Barriers and affirmative action measures

12.1 Please indicate in 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 you have developed affirmative action measures and the timeframes to overcome them.

Categories	BARRIERS		AFFIRMATIVE ACTION MEASURES		TIMEFRAME FOR IMPLEMENTATION OF AA MEASURES	
	YES	NO	YES	NO	START DATE	END DATE
Recruitment procedures	X		X		31/12/2010	31/03/2013
Advertising positions		X		X		
Selection criteria	X		X		31/12/2010	31/03/2013
Appointments	X		X		31/12/2010	30/06/2012
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			
Training and development	X		X		01/04/2010	31/07/2012
Performance and evaluation		X		X		
Promotions		X		X		
Transfers		X		X		
Succession & experience planning	X		X		31/12/2010	30/09/2014
Disciplinary measures		X		X		
Dismissals		X		X		
Retention of designated groups	X		X		30/10/2010	31/12/2012
Corporate culture	X		X		30/10/2010	31/12/2012
Reasonable accommodation	X		X		30/10/2010	31/12/2012
HIV&AIDS prevention and wellness programmes		X		X		
Appointed senior manage(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		

13. Monitoring and evaluation of implementation

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

Weekly	Monthly	Quarterly	Yearly
		X	

13.2 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 but a strong focus is placed on the advancement of females in senior positions. More recruitment and selection panels are applying EE in their shortlisting processes. The department has reached a representation of 39.13% of females in SMS posts. This is a slight improvement in the representation of females on SMS level. On institutional level, females represent 26.88%, which indicates that not much movement has been made with females on post level 4. The department is revising its current EE Plan for the next 5 years. AA measures will be introduced to drive the advancement of females in senior positions.

SECTION G: Signature of the Chief Executive Officer

Chief Executive Officer

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

Signed on this 30 day of November year 2012

At place: CAPE TOWN

R. A. VINJEVOLD
Chief Executive Officer (Full Name)

R. A. Vinjevoll
Chief Executive Officer (Signature)

PLEASE READ THIS FIRST

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form.

Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, small employers are not required to complete Section F of the form.

WHO SHOULD COMPLETE THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

ESSENTIAL REQUIREMENTS

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them.

Guidance to overcome difficulties in order to complete the form properly must be obtained from the Department prior to completing and submitting the report.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001

Online reporting: www.labour.gov.za
Helpline: 0860101018

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

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
Fax number	
Email address	
Postal address	Private Bag X9114 Cape Town
Postal code	8000
City/Town	Cape Town
Province	Western Cape
Physical address	Grand Central Towers Plein Street
Postal code	8000
City/Town	Cape Town
Province	Western Cape
Details of CEO at the time of submitting this report	
Name and surname	PA. Vinjevold
Telephone number	021 467 2000
Fax number	
Email address	eduhead@pgwc.gov.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and Surname	S Faker
Telephone number	0214679278
Fax number	
Email address	Salie.Faker@westerncape.gov.za
Business type	
<input type="checkbox"/> Private Sector <input checked="" type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Non-profit Organization	<input type="checkbox"/> Parastatal <input checked="" type="checkbox"/> Provincial Government <input type="checkbox"/> Educational Institution
Information about the organization at the time of submitting this report	
Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input checked="" type="checkbox"/> 50 to 149 <input type="checkbox"/> 150 or more
Is your organization an organ of State?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your organisation part of a group / holding company? If yes, please provide the name.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Date of submitting this report	05 / 12 / 2012 DD / MM / YYYY

THE FOLLOWING MUST BE TAKEN INTO CONSIDERATION WHEN COMPLETING THE EEA4 FORMS

1. Foreign nationals should be included when completing the EEA4 form in the appropriate space provided in the table below.
2. Temporary employees mean workers who are employed to work for three consecutive months or less;
3. The calculation of remuneration must include twelve months of a financial year that is in line with the period covered by the EEA2 reporting form. Where a person has not worked for a full twelve month period, the total remuneration worked should be included.
4. All payment amounts to be reflected in the table below must be rounded to the nearest Rand (R) and included as total remuneration for each group in terms of race and gender. No blank spaces, commas (,), full stops or decimal points (.) or any other separator should be included when capturing the payment amounts in each of the cells in the table below – for example R7 345 567.22 must be captured as 7345567 with no separators.
5. The payments below indicate what must be included and what must be excluded in an employee's remuneration for the purposes of calculating pay in order to complete the EEA4 form.
 - 5.1 Included
 - a) Housing or accommodation allowance or subsidy or housing or accommodation received as a benefit in kind;
 - b) Car allowance or provision of a car, except to the extent that the car is provided to enable the employee to work;
 - c) Any cash payments made to an employee, except those listed as exclusions in terms of this schedule;
 - d) Any other payment in kind received by an employee, except those listed as exclusions in terms of this schedule;
 - e) Employer's contributions to medical aid, pension, provident fund or similar schemes;
 - f) Employer's contributions to funeral or death benefit schemes.
 - 5.2 Excluded
 - a) Any cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowance or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work);
 - b) A relocation allowance;
 - c) Gratuities (for example, tips received from customers) and gifts from the employer;
 - d) Share incentive schemes;
 - e) Discretionary payments not related to an employee's hours of work or performance (for example, a discretionary profit-sharing scheme);
 - f) An entertainment allowance;
 - g) An education or schooling allowance.
6. The value of payments in kind must be determined as follows –
 - a) a value agreed to in either a contract of employment or collective agreement, provided that the agreed value may not be less than the cost to the employer of providing the payment in kind; or
 - b) the cost to the employer of providing the payment in kind.
7. An employee is not entitled to a payment or the cash value of a payment in kind as part of remuneration if-
 - a) the employee received the payment or enjoyed, or was entitled to enjoy, the payment in kind during the relevant period; or
 - b) in the case of a contribution to a fund or scheme that forms part of remuneration, the employer paid the contribution in respect of the relevant period.
8. If a payment fluctuates over a period of 13 weeks or if an employee has been in employment for a shorter period, the actual amount for that period should be calculated.

NCOME DIFFERENTIALS STATEMENT

3 of 4 EEA4

Please use the table below to indicate the number of employees, including people with disabilities, and their remuneration in each occupational level in terms of race and gender.

Occupational levels		MALE				FEMALE				FOREIGN NATIONALS		Total
		A	C	I	W	A	C	I	W	M	F	
Top Management	Number of workers	0	1	0	1	0	1	0	1	0	0	4
	Remuneration	0	1167210	0	1152526	0	1102177	0	1514743	0	0	4936656
Senior Management	Number of workers	5	15	2	10	6	6	1	2	0	0	47
	Remuneration	3904308	11269415	1616550	7639957	454643	4288156	877773	840032	0	0	30890834
Professionally qualified and experienced specialists and mid-management	Number of workers	170	1100	17	548	137	421	9	260	1	1	2664
	Remuneration	7883587	497569385	7624552	252388100	60885892	175233374	3973561	108220019	507314	477763	114763547
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	Number of workers	1599	5682	43	1367	4809	11136	84	4726	72	31	29549
	Remuneration	395928668	1534618104	12015268	375878197	1167023512	2743589114	20715718	116661372	13400365	6812523	6386642841
Semi-skilled and discretionary decision making	Number of workers	324	1157	2	108	531	2158	9	378	47	15	4729
	Remuneration	36315765	131642718	141668	11618021	68751581971	265581971	1073583	46094729	3431177	1611293	566262481
Unskilled and defined decision making	Number of workers	441	1152	3	22	308	1200	0	43	3	0	3172
	Remuneration	35054568	94669884	236513	1498134	26034280	99475730	0	3432286	58116	0	260459511
TOTAL PERMANENT	Number of workers	2539	9107	67	2056	5791	14922	103	5410	123	47	40165
	Remuneration	550038697	2270936715	1966840324	650174936	132724667	3289270522	26640634	1326715483	17396972	8901578	77046786285
Temporary employees	Number of workers	23	83	0	81	36	97	0	143	6	5	474
	Remuneration	577851	3616396	0	1699983	1790824	4043707	0	4748870	9385451	1378000	22746082
TOTAL	Number of workers	2562	9190	66	2145	5827	15019	103	5553	129	52	40639
	Remuneration	550616548	2274553112	21634551	651874919	1329032491	3293314228	26640634	1331464352	17490826	9039578	77069532367

Please provide reasons for the disparities in remuneration within the various occupational levels