


**EDUCATION LABOUR RELATIONS COUNCIL**  
**Established in terms of the LRA of 1995 as amended**

**FETC BARGAINING UNIT**

The GS hereby certifies that this  
Collective Agreement was ratified  
by Council on this date  
2013 -03- 07



**FURTHER EDUCATION AND TRAINING COLLEGES**  
**BARGAINING UNIT**

**COLLECTIVE AGREEMENT NO 4 OF 2013**

**13 FEBRUARY 2013**

**POLICY ON RECRUITMENT AND SELECTION FOR LECTURING**  
**STAFF IN THE PUBLIC FURTHER EDUCATION AND TRAINING**  
**COLLEGES**



**FETCBU Collective Agreement 4 of 2013:**  
**Policy on Recruitment and Selection for Lecturing Staff in the Public**  
**Further Education and Training Colleges.**

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**POLICY ON RECRUITMENT AND SELECTION FOR LECTURING STAFF IN THE PUBLIC FURTHER EDUCATION AND TRAINING COLLEGES**

**1. PURPOSE OF THIS AGREEMENT**

The purpose of this agreement is to provide the framework and guidelines for appointing skilled and competent college lecturers.

All aspects of the recruitment and selection process will be non-discriminatory and will afford applicants equal opportunity to compete for a position.

**2. SCOPE OF THIS AGREEMENT**

This agreement applies to and binds:

- 2.1 The Public FET Colleges represented by the FETCEO as the employer.
- 2.2 All lecturers as defined in terms of Further Education and Training Act 16 of 2006, whether such employees are members of trade union parties to this agreement or not.
- 2.3 Management staff who are appointed in terms of the provisions as contained in the FET Colleges Act 16 of 2006 are excluded from this agreement.

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**3. THE PARTIES TO COUNCIL NOTE AS FOLLOWS**

3.1 Currently colleges utilise varied and different recruitment and selection policies to appoint staff. It is envisaged that colleges should use uniform recruitment and selection policy in order to enhance consistency and stability within the public FET Colleges sector.

**4. THE PARTIES TO COUNCIL THEREFORE AGREE AS FOLLOWS:**

**FETCBU Collective Agreement 4 of 2013:  
Policy on Recruitment and Selection for Lecturing Staff in the Public  
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- 4.1 The attached **Annexure A** of the policy on recruitment and selection for lecturing staff in the public Further Education and Training Colleges shall apply to all lecturers.
- 4.2 The interview panel in the college shall make use of the score sheet attached as **Annexure** to the policy referred to in 4.1 above during the interview process.

**5. DATE OF IMPLEMENTATION**

- 5.1 The provisions of this agreement shall take effect on the date it is ratified in the ELRC.

**6. INTERPRETATION AND APPLICATION**

- 6.1 In the event of any conflict between the provisions of this Agreement and any other Agreement of the Council, the provisions of the Agreement of Council shall take precedence.
- 6.2 No amendments to this Agreement shall be of force or effect unless reduced to writing and agreed upon by the parties to the Council as a Resolution of Council.

**7. DISPUTE RESOLUTION**

- 7.1 Any dispute about the interpretation or application of this agreement shall be resolved in terms of the dispute resolution procedure of the Council.

**THUS DONE AND SIGNED AT CENTURION ON THIS 13<sup>th</sup> DAY OF FEBRUARY 2013 BY:**


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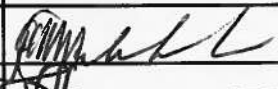
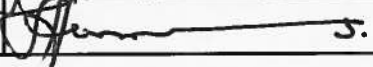


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Policy on Recruitment and Selection for Lecturing Staff in the Public  
Further Education and Training Colleges.**

## ON BEHALF OF THE PUBLIC FET COLLEGES AS EMPLOYER


EMPLOYERS	NAME	SIGNATURE
FETCEO	MASUMBE MICE	

## ON BEHALF OF EMPLOYEE PARTIES

TRADE UNION	NAME	SIGNATURE
CTU-SADTU	Mugwena Maluleke	
CTU-ATU	HENRY HENDRICKS	

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**POLICY**  
**RECRUITMENT AND**  
**SELECTION**  
**FOR**  
**LECTURERING STAFF**  
**IN THE**  
**PUBLIC FET COLLEGES**

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**FETCBU Collective Agreement 4 of 2013:  
Policy on Recruitment and Selection for Lecturing Staff in the Public  
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## 1. PREAMBLE

The purpose of this document is to provide the legislative framework and guidelines for appointing skilled and competent college lecturers. This policy is applicable to lecturers appointed in terms of the FETC Act. All aspects of the recruitment and selection process will be non-discriminatory and will afford applicants equal opportunity to compete for a position.

## 2. THE MAIN OBJECTIVES OF THE POLICY:

- 2.1 To create sound procedure and standards/norms to appoint college employees within the stipulations of the approved Employment Equity Plan of the Public FET Colleges.
- 2.2 To recruit, select and place competent and qualified lecturers who will contribute to the achievement of the college's strategic and operational requirements.
- 2.3 To attract talented and motivated employees who will achieve and contribute to the college's continued business success.
- 2.4 To ensure that all recruitment activities are handled according to best practice and professional guidelines.
- 2.5 To create a positive image of the Public FET College Sector.

## 3. LEGISLATIVE AND POLICY

- Constitution of the Republic of South Africa Act 108 of 1996
- Further Education and Training Act 16 of 2006 *as amended*
- Basic Conditions of Employment Act 75 of 1997
- Labour Relations Act 66 1995 as amended
- Employment Equity Act 55 of 1998

## 4. RECRUITMENT

The College Council shall be responsible for the appointment of lecturers in terms of section 20 of the Further Education and Training Act 16 of 2006 *as amended*.

## 5. ADVERTISING OF POSTS

### 5.1 All posts must be advertised as follows:

- a) The college must ensure that the advertised post(s) exists on the establishment and are also funded.

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- b) The post level 1 vacancies must be advertised in the local print media and internally i.e the college intranet, internet etc. The post level 2 and above must in addition be advertised in the national print media.
- c) Advertisements of posts must be placed on the notice board of the College (including all Campuses and satellites) for easy access.
- d) The minimum running time for an advertisement of a permanent post irrespective of the advertising medium used shall be 21 days.
- e) Advertisements must indicate that applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
- f) The content of the advertisement shall be signed off by the Principal of the College or an official delegated by the Principal to sign off.

### 5.2 Payment of the advertisement

The college's Corporate Services Directorate/HR Unit will be responsible for the payment of the advertisement.

### 5.3 The content of the advertisement

The following information will be contained in all advertisements, irrespective of the media in which the advertisements are placed:

- a) Title of the job.
- b) A brief description of the duties associated with the job.
- c) The requirements including among others formal qualifications and/or experience of the job.
- d) A clear indicator of the closing date for applications.
- e) Nature of employment i.e. permanent.
- f) Wherever possible, specific details on the terms and conditions of employment, levels of remuneration and other benefits will also be included. This shall allow prospective applicants to assess whether they would gain or lose by changing employment.

### 5.4 Requirement for filling of posts

Until such time that new minimum requirements for appointment have been agreed upon in the relevant bargaining structure, the requirements with regard to



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qualifications and experience should be in line with the provisions of Chapter B of the Personnel Administrative Measures (PAM).

## 6. SELECTION

### 6.1 Selection Committee

The selection committee must be constituted as follows:

A minimum of 3 and a maximum of 5 panelists appointed by or in consultation with the College Council. The selection committee for PL1 to PL2 will be appointed by the college Principal in consultation with College Council and for PL3 to PL5 it will be the responsibility of the Council to appoint the committee as follows:

- a) At least one external council member.
- b) One (1) Corporate Services/HR Unit official as a scribe.
- c) A Chairperson appointed amongst the panelists and shall be at least a level higher than the post to be filled.
- d) Immediate supervisor of the post.

Representatives of recognised trade unions will be offered an observer status.

### 6.2 Functions of the Selection Committee

The selection committee shall operate guided by the job requirements as contained in the advertisement and it will do the following:

#### 6.2.1 Corporate Services or HR Unit:

- a) To provide the secretariat services.
- b) Responsible for pre-selection/sifting process.
- c) Invite candidates to interviews.
- d) Responsible to facilitate the logistical arrangements for candidates invited for interviews, i.e list of interviewees, venue, travelling, time etc.

#### 6.2.2 Other Committee Members

- a) Short-listing of applicants fairly, credibly and openly.

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- b) Prepare short-listing criteria which is fair and non-discriminating.
- c) During the interview collectively prepare the interview questions which are relevant to the post.

**NB:** All committee members will be requested to sign a declaration of confidentiality.

### 6.3 Sifting process

- a) Sifting is the process of eliminating applicants who do not meet the minimum requirements of the post in terms of the qualifications and experience required by the advertised post.
- b) It is the responsibility of HR Unit and shall be done at least a week after the closing date of an advertisement.
- c) The list of applicants who meet the requirements will be submitted to the Selection Committee

### 6.4 Short-listing

- a) The selection committee meeting must be constituted as outlined in subsection 6.1 above.
- b) The proceeding must be recorded.
- c) In cases where a large number of applicants meet the essential selection criteria a further short-listing process may be required based on the remaining criteria. A maximum of 5 (five) candidates should be shortlisted per post for the interview process.

## 7. INTERVIEWS

### 7.1 Preparation for the Interview

The interview process shall unfold as follows:

- a) The HR Unit will organize interviews (date, venue, time and travelling arrangement).
- b) The schedule of interviews will be dealt with once short-listing is completed.
- c) Chairperson of the selection committee shall in writing request the HR Unit to schedule interviews two weeks prior interviews.
- d) All interviews shall be voice recorded and minutes shall be documented and be archived by the college for at least 2 years.

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- e) All candidates and recognized unions shall be informed five (5) working days prior to the interview.
- f) The invitation of the candidates for the interviews shall indicate any form of assessment that will be conducted.
- g) The interview panel shall endeavor to be as representative as possible.
- h) College's interview coordinator shall arrange for a venue or room which is quiet and ensures privacy with no interruptions during the interview.

### 7.2 Interview Panel

- a) The interview panel must be constituted in the same manner as the selection committee as outlined in sub-section 6.1. All selection panel members will be appointed by the relevant authority in line with sub-section 6.1 (a).
- b) The interview panel shall recommend candidates for appointment to the appointing authority.
- c) The panel shall not create employment expectations to candidates during interviews.
- d) A score sheet (**attached as Annexure A**) provided by the HR Unit must be used to register scores of the candidates through the interviews.
- e) Interview questions should be based on the inherent job requirement. Biased or discriminatory questions must be avoided, however probing is encouraged.
- f) The candidates' responses and score during interviews must be documented.

### 7.3 The interview panel should be —

- a) Fully informed about the job that is to be filled. This information must include a thorough knowledge of the contents of the job and its key result areas.
- b) Clearly informed about the selection criteria to be used in the interviewing process; aware of the importance of a consistent application of the selection criteria.
- c) Aware of the importance of applying the selection criteria consistently.
- d) Aware of the influence that generalised assumptions and prejudices about race, gender and disability can have on selection decisions.

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- e) Able to deal with employment equity and affirmative action issues.
- f) Aware that possible misunderstandings can occur in interviews between people of different cultural backgrounds.

#### 7.4 Pre-Interview Meeting of Panel

The pre-interview meeting shall take place as follows:

- a) 30 minutes before the interview.
- b) Discourage subjectivity in relation to internal candidates during interview.
- c) Interview questions will be determined in this meeting.
- d) No pre-arranged questions will be allowed.

#### 7.5 The Interview Format

The interview shall consist of the following segments:

- a) Introductions and overview of the structure of the interview.
- b) Questions directed at the interviewee's work experience relative and relevant to the requirements and qualifications for the position respectively.
- c) Overview of the position and college.
- d) Opportunity for the interviewee to ask questions.
- e) Summary of interview including the way forward.

### 8. HEAD HUNTING

Head hunting is the concept of sourcing and approaching a suitable candidate and is applied where specific persons with specific knowledge, qualifications, experience and skills are needed and where suitable applicants could not be obtained by means of the normal recruitment process. In exceptional cases and if advertising was not successful, a candidate may be recruited by way of headhunting.

#### 8.1 The following must therefore be followed:

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- a) The decision to headhunt must be informed by need and rare talent. The College Council should provide authority on this matter.
- b) Invite the headhunted candidate(s) for interview.
- c) The interview panel must remain the same.
- d) Ensure consistency with the previous interviews.
- e) It must be noted that headhunting must only be for candidates with scarce skills i.e. engineering etc

## 9. REFERENCE CHECK

Reference checks will only be carried out for applicants recommended by an interviewing panel.

### 9.1 The person performing the reference check will obtain the following information during the course of the reference check:

- a) Name and designation of the person.
- b) Conduct at least two reference checks.
- c) A confirmation of the applicant's employment history, including date of starting service with the previous employer.
- d) References shall be checked before the job offer is made to a candidate.
- e) All reference checks must be conducted based on the policy principle.
- f) In an event where a reference check results in a decision not to offer a candidate a job, the areas of concern and their relevance to the job requirement must be documented.
- g) Reference checks to be done in a consistent manner and shall not contain any discriminatory elements.

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## 10. REGISTRATION WITH SACE

For the lecturers to be able to practice teaching in the college they should be registered with SACE.

## 11. APPLICATION OF AFFIRMATIVE ACTION/EMPLOYMENT EQUITY PLAN



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All selection committee must consider the Employment Equity Plan of the College prior to the initial selection/short listing and in making the final recommendation.

## 12. JOB OFFER

- a) Corporate Services/HR Unit must compile a submission where required to request approval of the recommendation to appoint the successful candidate.
- b) A job offer can only be made after a recommendation to appoint is approved by the College Council.
- c) A written offer must be made within 7 days after the recommendation for appointment is approved and the successful candidate must respond in writing within 7 working days on whether he/she accepts the offer or not.
- d) The job offer must indicate the job description, remuneration package, nature of employment and conditions of service.
- e) In an event where an offer is not accepted the next suitable candidate may be offered the job after consultation with the College Council.
- f) Upon receipt of the successful candidate's acceptance of the job offer and assumption of duty, the other candidates interviewed must be informed that their applications were not successful.
- g) The remuneration package shall be within the advertised salary package and prior approval of the appointing authority shall be obtained should there be an adjustment on the remuneration package. Any adjustment should be supported by a written motivation and should be within the budget funds of the College.

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## 13. APPOINTMENT

- a) A letter of appointment will be prepared by the Corporate Service/HR Unit and sent to the Chairperson of the College Council for signature.
- b) The letter of appointment and contract of employment shall then be sent to the successful applicant after all the necessary processes have been completed.
- c) The applicant will be required to accept or reject the offer as set out in the letter of appointment within a clearly specified period of time which is seven (7) working days.

## 14. PROBATION



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Probation must apply to all newly appointed employees in the college and should be used as a process to assess the suitability of an appointed official within a period not less than 12 calendar months.

**14.1 The following must be considered when assessing officials on probation:**

- a) The Probation period will be extended by number of days leave taken during the period.
- b) An official who is on probation and wishes to resign shall provide a one month written notice.
- c) The HR Unit will provide probationary reports to section heads quarterly to complete.
- d) The probationary system shall be linked to the performance management system.
- e) In an event of unsatisfactory work performance, the supervisor must immediately implement the relevant incapacity procedures.
- f) If performance does not improve, the code of good practice on poor performance must be evoked.

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**ANNEXURE A****COLLEGE LOGO**

NAME OF THE CANDIDATE: \_\_\_\_\_

PANEL MEMBER: \_\_\_\_\_

NAME OF THE POST: \_\_\_\_\_

DATE OF THE INTERVIEW: \_\_\_\_\_

QUESTIONS	SCORE	COMMENT

**RECOMMENDATION:**


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**PANEL MEMBER SIGNATURE**
