



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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Reference: DHET Function Shift Circular No 4/2014

To:

- Heads of Provincial Education Departments;
- Officials in the Provincial Education Departments likely to be affected by the Adult Education and Training Centres (AETCs) and Technical and Vocational Education and Training Colleges (TVETCs) function shift;
- Chairpersons of Council of TVET Colleges, Centre Governing Bodies and structures undertaking the functions of Centre Governing Bodies;
- Principals, Lecturers and Support Staff of TVET Colleges;
- Centre Managers and Staff of Public Adult Learning Centres (PALC);
- Stakeholders in Adult Education and Training whose members are likely to be affected by the function shift; and
- Employees represented by organised labour in both the General Public Service Sector Bargaining Council (GPSSBC) and the Education Labour Relations Council (ELRC).

**PROGRESS MADE WITH THE AET AND TVET FUNCTION SHIFT PROCESS
AND THE WAY FORWARD**

OBJECTIVE OF THE CIRCULAR:

The objective of this circular is to communicate progress made on the AET and TVET College Function shift and to provide information to officials affected by the transition.

The previous circular provided a brief overview on the following issues:

- **Guidance provided by the draft National Policy on Community Colleges that was still to be published;**
- **The nature of Colleges to be established in line with the FET Colleges Amendment Act No.1 of 2013;**
- **The consultation workshops conducted by the DHET Labour Relations team with staff in all provinces to inform as many PED AET and TVET Unit staff as possible of the Function Shift Project including progress update, processes to be undertaken, the identification of staff for transfer, and the deadline dates for completion of the transfer to the DHET.**

ADULT EDUCATION AND TRAINING

DRAFT NATIONAL POLICY ON COMMUNITY COLLEGES

The draft National Policy on Community Colleges has been published in Government Gazette No. 38158 of 07 November 2014, Notice No. 868 for public comments. The duration of the call for public comments is 30 days. The focus of the Policy is on the establishment of Community Colleges and Community Learning Centres which will incorporate AET centres in the future.

TVET COLLEGES AND AET FUNCTION SHIFT BUDGET DETERMINATION

- The National Treasury has determined the quantum of funds for both AET and TVET Colleges to transfer to the DHET effective from 1 April 2015.
- The budget determination by the National Treasury also enables the transfer of staff to DHET that will take place on 1 April 2015.

Transfer of Staff

- To enable a seamless transfer of staff to DHET, the following needs to happen:
 - I. A list of AET and TVET Staff transferring to the DHET must be signed off by the Head of Departments as per the agreed Implementation Protocols.
 - II. The Department is undertaking a physical verification of personnel in AET and TVET units.
 - III. Each staff must complete a staff update form and submit to the Head of TVET/AET units for submission to the DHET.

NB. Should the above requirements not be adhered to, the DHET will not be in a position to transfer staff from the PEDs.

USE OF INFRASTRUCTURE FOR THE PROVISION OF PROGRAMMES

- The Department is in the process of verifying the facilities and infrastructure used by public adult learning centres so that appropriate agreements are entered into with the relevant owners of the property.
- Current facilities that are used for the provision of AET will continue to be used subject to agreements with relevant owners.

- A moratorium is therefore placed on the expansion and or relocation of the current Public Adult Learning Centres and their satellites, without prior consultation with DHET.
- All TVET colleges have been requested to ensure that college properties including farms are transferred and registered into the name of the respective college and an updated asset register should be forwarded to the DHET for consolidation.

COLLECTIVE AGREEMENT

- The Minister has approved the mandate for the negotiation on the draft AET Collective Agreement.
- The AET Collective Agreement deals with the processes of the transfer of posts and personnel to the Department.
- Once the function has been received, the processes of engagement on the standardization of conditions of service will commence in the appropriate bargaining forums. No variation on conditions of service will happen outside appropriate bargaining forums.
- Engagement between the old and new employer will take place with regard to outstanding obligations such as the payment of 37% in lieu of benefits.

EMPLOYMENT CONTRACTS FOR AET

- The current employer in consultation with the DHET shall conclude the contracts for AET Educators prior the Function shift on 1 April 2015. The Department will honour those contractual obligations in line with the verification process and the availability of the AET budget.

- The DHET has granted approval for extension of contracts for a period of a year.

CONSULTATION WORKSHOPS WITH STAFF IN PROVINCES

- Consultation with TVET College Staff has been finalised.
- Further, consultation with AET staff will be conducted once the Collective Agreement has been ratified and signed.

ORGANISATIONAL DEVELOPMENT

- The Department is in the process of creating an organogram reflecting AET and TVET functions.
- The DHET is creating AET and TVET posts that are to be transferred on its post establishment. This is to enable staff transferring to be placed on the DHET's post establishment.
- Once the process is completed, the staff to be transferred will be placed on the department's organogram.

Staff office accommodation for provincial TVET and AET units

- All TVET and AET officials transferring to the DHET and currently accommodated at provincial, district and circuit offices will not be relocated to the new offices on 1 April 2015. The officials will remain at their current offices for the 2015/16 financial year or until such time that the DHET has acquired its regional offices.
- Arrangements are being made with the MECs and HODs to accommodate staff for the 2015/16 financial year.

Communication

- The function shift project office has established a dedicated email facility for any queries related to the function shift for Adult Education and Training and Technical and Vocational Education and Training - functionsift@dhet.gov.za
- On matters related to Adult Education and Training policy and programmes, queries may be directed to the Directorate: Adult Education and Training on email: diale.d@dhet.gov.za or fax number 086 298 9707.

CONCLUSION

We want to thank all those involved and affected by this process for their cooperation and also want to assure you that there will be regular communication in this regard.



Mr GF Qonde

Director-General: Higher Education and Training

Date: 12/12/2014