



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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### FUNCTION SHIFT HUMAN RESOURCES MANAGEMENT CIRCULAR NO. 3 OF 2014

To:

**Provincial Education Department - Superintendent Generals**

**Provincial Education Department – Function Shift Liaison Officer**

**Provincial Education Department – Human Resources Liaison**

**Further Education and Training College Principals**

**Further Education and Training College Principals - Deputy Principal: Corporate**

#### FUNCTION SHIFT PROCESS OF FURTHER EDUCATION AND TRAINING COLLEGES (INFORMATION UPDATES, PHYSICAL STAFF VERIFICATION AND FILE AUDITS)

As you know the shift of the Further Education and Training Colleges (FETCs) function from Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET) is imminent. In order to ensure that the staff records on the PEDs PERSAL system is updated ahead of the transfer, it is crucial that the PEDs monitor and update their FET staff information currently on the PED PERSAL System to ensure 100% alignment and correctness.

In preparation for the function shift, FET College Principals were informed of the staff data and wage bill update as well as the physical verification process required, in a session on the 3<sup>rd</sup> and 4<sup>th</sup> April 2014 at the Principals HR Workshop, and again (with other key stakeholders), at information sessions on 8 July and 9 July 2014. The PEDs were informed of the staff data and verification processes in a session on 12 June 2014 (HEDCOM technical sub-com meeting/workshop on function shift). This was again followed up with PED visits in the months of July and August 2014 and staff information sessions to all FET colleges during the month of July 2014. For your easy reference attached is the staff verification process map **Annexure B** as discussed at these various information sessions, while **Annexure A** outlines the step by step process.


The relevant data schedules (in excel format) to be completed for staff data and wage bill updates, and the associated guidance notes have already been circulated via email to all Principals. Updated data schedules for June 2014 are now being retrieved and will be used as the

Principals. Updated data schedules for June 2014 are now being retrieved and will be used as the baseline for the physical verification process that is due to take place between mid-August 2014 to mid-October 2014.

To ensure that a smooth exchange of information and communication occurs now and going forward DHET will liaise with the relevant PED and College HR officials, who will be the link to facilitate the above processes. Mr Fanie Reyneke, Director HR Administration will be the DHET official to facilitate this process (email: [Reyneke.f@dhet.gov.za](mailto:Reyneke.f@dhet.gov.za)).

Hope you find this in order.

Kind regards

Mr Firoz Y Patel   
Deputy-Director General – Human Resource Development, Planning, Information and  
Monitoring Co-ordination and Function Shift Liaison Officer\*  
Date: 13/08/2014

\*The Function Shift Liaison Officer as mandated by the Director-General to communicate to the recipient/s on implementation matters regarding the FET and AET function shift.