



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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HUMAN RESOURCE MANAGEMENT CIRCULAR NO 5 OF 2014

Dear Principals/Administrators of TVET College

CIRCULAR REGARDING DHET PROVINCIAL WORKSHOPS FOR TVET COLLEGES OVER THE 63% WAGE BILL THRESHOLD

You will by now, be aware of the current status of your college in relation to the 63% threshold following the college June / July 2014 staff data submission. You will also know that where colleges are over the 63% threshold, the National Implementation Task Team (NITT) will assist with the identification of posts for transfer to the Department of Higher Education and Training.

Prior to the NITT process, you are required to attend a workshop with DHET Officials to confirm the accuracy of the data you provided in June / July 2014, produce and present a management plan that provides a strategy of how your college will meet the required threshold of 63%, as well as evidence on how the college will fund staff that fall outside of the 63% threshold.

In addition to the above, a full submission on the status of 'top-ups' at the college is required by completing (Annexure 1) attached and presenting this in the session planned for your college as per the schedule attached (Annexure 2). Please note the Agenda in Annexure 2 and ensure that you are prepared to discuss the items listed.

Should you need further clarity about the planned session please contact Ms Nadia Williams on (012) 312 5882, email: nadiaw@fetcpride.co.za

Regards,


Ms L Mbobo

DDG: Corporate Services

Date: 9/10/2014

ANNEXURE 2 – SCHEDULE FOR MEETINGS BETWEEN DHET AND TVET COLLEGE MANAGEMENT (20 Oct to 31 Oct 2014)

Province	Date	Time	Meeting Location	College
KZN	20 Oct	9.00 – 10.00	Durban (Thekwini College)	Elangeni (Top-ups)
		10.30 – 12.30		Mnambithi
		13.00 – 14.00		Majuba (Top-Ups)
		14.00 – 15.00		Umfolozzi (Top-Ups)
		15.00 – 17.00		Umgungundlovu
	21 Oct	8.00 – 10.00	Durban (Thekwini College)	Coastal
		10.00 – 11.00		Mthashana
		11.30 - 13.30		Esayidi
14.00 - 17.00		KZN PED (AET & TVET Verification)		
EC	22 Oct	9.00 – 11.00	East London (Buffalo City)	Buffalo City
		11.30 – 13.30		King Hintsa
		13.30 – 14.30		Ingwe (Top-Ups)
		14.30 – 16.30		Lovedale
	23 Oct	9.00 – 11.00	East London (Buffalo City)	PE
		11.00 – 12.00		Ikhala (Top-Ups)
		12.30 – 13.30		ECM (Top-Ups)
		13.30 – 16.00		EC PED (AET & TVET Verification)
NC	24 Oct	10.00 – 11.00	Pretoria (Tshwane North College)	NCR (Top-Ups)
		11.30 – 13.30		NCU
		14.00 – 15.00		Vhembe (Top-Ups)
				15.00 – 16.00
WC	27 Oct	10.00 – 12.00	Cape Town (False Bay)	False Bay
		12.30 – 14.30		Boland
		15.00 – 17.00		College of Cape Town
	28 Oct	8.00 – 10.00	Cape Town (Northlink)	Northlink
		10.30 – 12.30		South Cape
		13.00 – 15.00		West Coast
		15.00 – 17.00		
	NW	29 Oct	9.30 – 11.30	Klerksdorp (Vuselela)
12.00 – 14.00			Taletso	
14.00 – 15.00			Orbit (Top-Ups)	
15.00 – 17.00			NW PED (AET & TVET Verification)	
LIMP	30 Oct	10.00 – 12.00	Pretoria (Tshwane North College)	Letaba
		12.30 – 13.30		LIMP PED (AET & TVET Verification)
FS	31 Oct	9.00 – 11.00	Sasolburg (Flavius Mareka)	Flavius Mareka
		11.30 – 13.30		Goldfields
		14.00 – 16.00		Maluti



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AGENDA

COLLEGE MANAGEMENT WORKSHOP – FUNCTION SHIFT STAFF DATA ANALYSIS

OCTOBER 2014

- | | | |
|---|--|--------------------|
| 1 | Opening and Welcome | DHET |
| 2 | Attendance and Apologies | All |
| 3 | Staff Data Update and Management Plan Presentation | College Management |
| 4 | Top-ups – Presentation of spreadsheet (Annexure 1) | College Management |
| 5 | Physical Verification – College Progress Report | College Management |
| | a. Annexure 1 Presentation | |
| | b. Annexure C Presentation | |
| | c. File Audit progress report | |
| 6 | Way forward | All |
| 7 | Closure | |