



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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HUMAN RESOURCE MANAGEMENT CIRCULAR NO 6 OF 2014

TO:

Provincial Education Department – Superintendent Generals

Provincial Education Department – Function Shift Liaisons Officer

Provincial Education Department – Human Resource Liaisons

Provincial Education Department – Adult Education and Training Unit Heads

ADULT EDUCATION AND TRAINING FUNCTION SHIFT – PHYSICAL VERIFICATION PROCESS

As you know the shift of the Adult Education and Training (AET) function from Provincial Education Departments (PEDs) to the Department of Higher Education and Training (DHET) is imminent. A Collective Agreement that will guide the process of identification of transfer of staff is underway for signing by relevant parties in the ELRC.

In order to ensure that the staff records on the Provincial Education Departments (PED) PERSAL system is updated ahead of the transfer, it is crucial that the PEDs monitor and update their AET staff information currently on the PED PERSAL System to ensure 100% alignment and correctness. For this purpose PED 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).

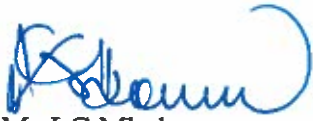
The process of physical verification was further outlined in a session with PED HR and AET Unit Heads, who will work collaboratively on ensuring the process is undertaken, on 29 September 2014.

You are hereby requested to assist in the completion of this process by ensuring that you comply with requests made by the PED HR Team and your Unit Heads regarding updating of your existing staff records. This will ensure that the Persals System information is accurate prior to the transfer of AET to the DHET.

Further information on the steps to be taken in this process will be provided by your PED HR Team shortly.

Thank you for your co-operation and assistance in expediting all requirements relating to the verification process.

Kind regards,



Ms LC Mbobo

Deputy Director General: Corporate

Date: 9/10/2014