



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Private Bag X174, PRETORIA, 0001, 123 Francis Baard Street, PRETORIA, 0002, South Africa
Tel: (012) 312 5911, Fax: (012) 321 6770
Private Bag X9192, CAPE TOWN, 8000, 103 Plein Street, CAPE TOWN, 8001, South Africa
Tel: (021) 469 5175, Fax: (021) 461 4761

FUNCTION SHIFT HUMAN RESOURCES MANAGEMENT CIRCULAR NO 10 OF 2014

TO: Principals and Administrators of TVET Colleges

PED HR Liaison Officer

PED Function Shift Liaison Officer

NATIONAL IMPLEMENTATION TASK TEAM MEETINGS – COLLEGES OVER 63% THRESHOLD

By now you would be aware that based on the latest staff data submission, your college wage bill is currently above the 63% threshold. This means that only staff identified as occupying fully funded posts related to Ministerial approved programmes, which fall within the 63% threshold of the college wage bill, will be eligible for transfer to the Department of Higher Education and Training (DHET) on 1 April 2015.

In order to identify the staff eligible for transfer, you are required to meet with the National Implementation Task Team (NITT) to outline the following:

1. Which staff have been identified for transfer and why - evidencing the application of the Business Rules related to the transfer of staff to the DHET;
2. How the College intends to financially cater for the staff that fall outside of the 63% threshold by outlining the financial plan of the college for the next financial year;
3. What the plan is for the college to ensure the effective management of the college wage bill going forward.

The above must be presented to the NITT Panel in a one hour thirty minutes (1.5 hour) session per college as outlined in the Schedule (**Annexure 1**) attached. College Management attendees required for these meetings must include the Principal, Deputy Principal Corporate, Human Resources Manager and Finance Manager.

College management teams are to ensure that they are well prepared and fully understand the application of the Collective Agreement Business Rules as this will be further interrogated in meetings with the NITT Panel. Should the NITT Panel agree with the College management's application of the Business Rules, the list of eligible staff presented at the meeting will be processed for transfer to the DHET. Should the NITT Panel disagree with the College management's application

of the Business Rules, this will be discussed at the meeting with the intention to finalise and conclude the meeting with the list of identified staff for transfer.

Please ensure that all required attendees are available as outlined in the schedule attached. Should you have any queries related to the content above, please contact Ms Nadia Williams on (012) 312 5882 or email: nadiaw@fetcpride.co.za

Regards,

FY Patel



Deputy –Director General: Human Resources Dévelopment, Planning, Information and Monitoring.
Co-ordination and Function Shift Liaison Officer *

Date:

18/11/2014

*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.

**ANNEXURE 1 – SCHEDULE FOR NITT MEETINGS WITH COLLEGES OVER 63% THRESHOLD
24TH NOVEMBER 2014 to 1ST DECEMBER 2014**

Province	Date	College Name	Time	Meeting location
Free State	24 Nov	Flavius Mareka	10.00 – 11.30	Flavius Mareka – Business Studies Campus Sasolburg
		Maluti	11.30 – 1.00	
		Goldfields	1.30 – 3.00	
North West	25 Nov	Vuselela	10.30 – 12.00	Vuselela – Central Office 8 Braam Fishes Street Klerksdorp
		Taletso	12.00 – 1.30	
Kwa- Zulu Natal	26 Nov	Esayidi	9.00 – 10.30	Thekwini / Elangeni (TBC)
		Umgungundlovu	10.30 – 12.00	
		Mthashana	12.30 – 2.00	
		Coastal	2.00 – 3.30	
		Thekwini	3.30 – 5.00	
Eastern Cape	28 Nov	Port Elizabeth	10.00 – 11.30	Lovedale
		Buffalo City	11.30 – 1.00	Amatola Road
		Lovedale	1.30 – 3.00	King Williams Town
Western Cape	1 Dec	Northlink	9.30 – 11.00	Pretoria - DHET