



# 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 RESOURCE MANAGEMENT CIRCULAR NO. 8 OF 2014

- To: Provincial Education Department- Superintendent Generals**  
**CC: Provincial Education Department- Function Shift Liaison Officer**  
**CC: Provincial Education Department-Human Resources Liaison Officer**  
**CC: Provincial Education Department- Adult Education and Training Unit Heads**

### **PED PROGRAMMATIC FUNCTION SHIFT PROCESS IN RESPECT OF AET CENTRES**

As you know the Function Shift concerning AET Centres 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 PED PERSAL system is updated ahead of the transfer, it is crucial that the PED monitor and update their AET staff information currently on the PED PERSAL System to ensure 100% alignment and correctness including a session on the Physical Verification of Adult Education and Training staff.

With regards to the programmatic task that is applicable to the Function Shift of AET Centres including affected personnel stationed at AET Centres, kindly be informed and take cognizance on the following important information.

PEDs are requested to adhere to the following requirements and specification, namely:-

- 1) The service record for Contract Workers including Periodic Appointments, prior to the shift process being activated, is extended for the entire duration of the 2015 year. This will entail that the period for extension purposes, to be processed and captured on the PERSAL system by the PED concerned, must be 1 January 2015 to 31 December 2015.
- 2) Personnel to be transferred from PEDs to DHET are in accordance and in line with the budget funds applicable per province. For additional information please refer to exposition below. This entails that PEDs must ensure that they remain within the allocated budget funding and that no additional staff / officials are included in the Function Shift task.

Exposition

AET - COMPENSATION OF EMPLOYEES - APRIL

Programme	R'000									
	TOTAL	EC	FS	GP	KZN	LP	MP	NW	NC	WC
Compensation of employees Economic Classification:										
Compensation of employees to Provinces for period										
April to December 2015 (9/12 months)	1 046 147	255 958	85 184	257 239	117 449	97 314	89 403	115 774	21 116	6 710

With the amount of work to be processed and the time available for preparation and capturing purposes prior to the Function Shift being activated on the PERSAL system, it will be highly appreciated should PEDs give their full support and co-operation regarding the matter. PED's, HR Departments are therefore required to provide information on all contracts to be extended to Department Education and Training by no later than 19 January 2015 outlining the name, PERSAL number, date current contract ends, new contract start and end date. In this regards kindly utilize the AET staff data update template (excel format) provided and guidance notes.

This information is to be provided to Mr John Smith, via E-Mail facilities, by no later the close of business 19 January 2015. Should you have any queries please contact John Smith.

**E-MAIL ADDRESS:** [Smith.J@dhet.gov.za](mailto:Smith.J@dhet.gov.za)

**TELEPHONE NUMBER:** 012-3125477

Kind regards

Mr F Y Patel



Deputy-Director General: Human Resource Development, Planning, Information and Monitoring.

Co-ordination and Function Shift Liaison Officer

Date: 9/12/2014

\*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.