
OFFICE OF THE CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

*Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bhisho, 5605, REPUBLIC OF SOUTH AFRICA:

*Website: www.ecdoe.gov.za Enq: M.L. Moeli

2021 PPN CIRCULAR 15 OF 2020

To : DDGs

ALL CHIEF DIRECTORS

ALL DIRECTORS AT HEAD OFFICE AND DISTRICTS

ALL PRINCIPALS OF PUBLIC SCHOOLS

SCHOOL GOVERNING BODIES

EDUCATOR UNIONS

SUBJECT: IMPLEMENTATION OF THE POST PROVISIONING NORMS 2021

INTRODUCTION

In terms of Employment of Educators Act 5(1) (b), the MEC of a provincial department of education must determine the provincial department's educator post establishment. The MEC consulted with various stakeholders on the 3rd August 2020 and 9th September 2020, and on the same day (9th September 2020) declared a post basket of 54 026 posts. The Head of Department (HOD) has the responsibility to distribute the declared posts basket to all public schools in the Province.

PURPOSE

The purpose of this circular is to communicate the following:

1. Declared post basket by the MEC;
2. Principles that inform the 2021 PPN Distribution;
3. Management Plan for PPN 2021 (dates to be observed to ensure smooth running of the Management Plan).

PPN DECLARATION

Consistent with the Employment of Educators as mentioned in the introduction, and the Multi-Term Collective Agreement 1 of 2018, after having consulted with the social partners, the MEC declared a post basket of 54 026. With the 54 026 declared post basket the MEC adhered to the following strategic imperatives of the Department:

- A teacher in front of every class;
- Stability at schools for effective teaching and learning;
- Ensure availability and utilisation of educators so that large classes are avoided especially in the Foundation Phase;
- Strengthening Inclusive Education;
- Strengthening ECD & Grade R education.

2021 PPN DISTRIBUTION WORKSHOP

The HOD conducted PPN 2021 distribution workshops with stakeholders in education (Educator Unions and SGB Associations) on the 25, 28, 29 September and 23 October 2020. Pre-final post establishments were issued on the 30 September 2020. The schools were expected to verify the grades of the school, the learner numbers and subject offered as at 31st August 2020 Education Management Information System (EMIS) data. The School Principals were expected to submit confirmation on the by 06 October 2020. The Final 2021 PPN establishments were issued on 27 October 2020 to District offices and schools.

2021 PPN PRINCIPLES

The Department presented PPN principles that were used as a guide for the 2021 PPN distribution. Here below are the indicated principles:

Foundation Phase Posts

- Primary schools with a FOUNDATION PHASE enrolment of 100 – 299, will qualify for 1 Foundation Phase Post;
- Primary schools with a FOUNDATION PHASE enrolment of 300+, will qualify for 2 Foundation Phase Posts;
- Foundation Phase Posts are to be filled by a Qualified Primary School Educator;
- One of the Foundation Phase posts may be utilised towards IALL or Grade R Educator, but more specifically for the promotion of reading, if the vacancy exists.

Grade R Educators Posts

- The Department has top-sliced 300 posts for grade R and will be distributed manually;
- Grade R posts must be filled by professionally qualified Grade R educators who are serving within the province;
- Appointed Grade R educators who are still rendering services in Grade R will not be subjected to processes of Collective Agreement 4 of 2016.
- These posts will be advertised in a closed bulletin.

Learners with Special Educational Needs (Ring-fenced 1250 posts)

- **Special Schools:** Distribution is based on policy determined domains, which is as per the disability type of a learner;
- **Full-Service Schools:** One Remedial Educator is allocated for every 200 learners;
- **187 Posts** are to be utilised for the provision for new or expanded Special Schools and further roll out of Full-Service schools.

Small Schools

- Secondary Schools with less than 8 posts, with an enrolment of 100 and above, received 1 Additional post;
- 1 Teacher Primary Schools, with an enrolment of 25 and above, received 1 additional post so that there can be 2 educators in these schools.

Application of the Distribution Principles

| | CATEGORY | NUMBER OF POSTS |
|-----|--|-----------------|
| 1. | Substitutes | 300 |
| 2. | Growth | 50 |
| 3. | Foundation phase Posts | 1 731 |
| 4. | Grade R Posts | 300 |
| 5. | Full-Service Posts | 187 |
| 6. | IIAL | 74 |
| 7. | Technical Schools Posts | 146 |
| 8. | Maritime Posts | 13 |
| 9. | Agricultural Science School Posts | 10 |
| 10. | Ratio Posts | 2 449 |
| 11. | Secondary schools less than 8 teachers | 156 |
| 12. | One teacher schools | 25 |
| 13. | Stability posts | 4 821 |
| 14. | Distributed through the model | 53 376 |
| | TOTAL DISTRIBUTED | 54026 |

Promotion Ladder

- All posts will be included to determine the promotion posts for the school;
- The same promotion ladder that was utilised in 2020 will be used for PPN 2021.

| PromType | Dep1 | Dep2 | HOD1 | HOD2 | HOD3 | HOD4 | HOD5 | HOD6 | HOD7 | HOD8 | HOD9 |
|--------------|------|------|------|------|------|------|------|------|------|------|------|
| Combined | 14 | 29 | 5 | 12 | 19 | 26 | 33 | 39 | 45 | 51 | 57 |
| Intermediate | 14 | 29 | 5 | 12 | 19 | 26 | 33 | | | | |
| LSEN | 14 | 29 | 5 | 12 | 19 | 26 | 33 | | | | |
| Primary | 14 | 29 | 5 | 12 | 19 | 26 | 33 | | | | |
| Secondary | 14 | 29 | 5 | 12 | 19 | 26 | 33 | 39 | 45 | 51 | 57 |

Implementation of Collective Agreement 4 of 2016

Collective Agreement 4 of 2016 will be applied consistently throughout the process.

N.B. No retention will be allowed, unless based on Collective Agreement 4 of 2016, Annexure A, section B(6).

Implications of 54026 Educator Posts Basket

- No school in the province will have an Educator-Learner Ratio above 1:37;
- No Curriculum Specialist school will have an Educator-Learner Ratio above 1:30 (Technical / Agricultural / Maritime / Full-Service Schools); and
- The Average Provincial Educator-Learner Ratio is 1:31.

THE MANAGEMENT PROCESS FOR PPN 2021

| NO | ACTIVITY | TIMEFRAME | RESPONSIBILITY | STATUS |
|----|---|--------------|--|--------|
| 1. | Provincial Task Team Meeting | 14 Jul 2020 | Chief Director HRM&D | Done |
| 2. | Internal preparatory meeting for PPN 2021 consultation process and Internal Budget workshop for PPN 20/21 | 20 Jul 2020 | HOD/CFO/DDGs/Chief Dir. HRM&D and Post Provisioning TT | |
| 3. | Information sharing meeting and Budget Workshop on 2021 Post Provisioning – Labour Unions and SGB Associations | 27 Jul 2020 | CFO and Post Provisioning TT | Done |
| 4. | 1st Consultation Sessions with PELRC Parties & SGBs Principle for creation of posts by the MEC in 2021 | 3 Aug 2020 | MEC for Education | Done |
| 5. | <ul style="list-style-type: none"> • 2nd Consultation Sessions with PELRC Parties & SGBs Principle for creation of posts by the MEC in 2021 • Declaration of 2021 Post Establishment | 09 Sept 2020 | MEC for Education | Done |
| 6. | Distribution workshop on PPN 2021 to PELRC Parties & SGBs | 23 Oct 2020 | Superintended-General/HOD | Done |
| 7. | Issuing of 2021 Final Post Establishment to District Offices & Schools | 27 Oct 2020 | HRP & IS | |

| NO | ACTIVITY | TIMEFRAME | RESPONSIBILITY | STATUS |
|-----|--|----------------------------|--|--------|
| 8. | Convene staff Meetings to discuss the implications of the new staff establishment | 02 – 06 Nov 2020 | School Principals | |
| 09. | Identification of additional educators | 09 -13 Nov 2020 | School Principals, Circuit Managers and Union Rep as Observers | |
| 10. | Issuing of letters to additional educators informing them of their status | 16 –20 Nov 2020 | District Director/ School Principal | |
| 11 | Issuing of the list of vacancies with profiles for additional educators to make their choices. | 23-27 Nov 2020 | District Directors | |
| 12. | Submission of information to Head Office on: (a) Additional educators with profiles per ECDE Post Prov. Form 1.4(F) (b) Vacancies with profiles per ECDE Post Prov. Form 1.4(G) (c) Placement of additional educators on PERSAL per ECDE Post Prov. Form 1.4(H) (d) Summary for all additional educators, all vacancies and all placed educators per ECDE Post Prov. Form 1.4(I) | 01-04 Dec 2020 | District Directors | |
| 13. | Issuing of placement letters to additional educators within Circuit and District (Phase 1) | 08-14 Dec 2020 | School Principals District Directors | |
| 14 | Convene PTT meeting to assess progress | 15 Jan 2021 | Chief Director: HRM&D | |
| 15. | Movement of educators declared in addition within the Circuit and District and utilisation of temporary educators in substantive vacant posts until they are filled (Phase 2) | 25-29 Jan 2021 | District Directors/ DD HRP/A/ Circuit Managers/ School Principal | |
| 16. | Convene Provincial Task Team Meeting (PTT) | 02 Feb 2021 | Chief Director HRM&D | |
| 17. | Weekly Progress report to Head Office | Fortnightly (Thursdays) | District Directors | |
| 18. | PPN Report to the PELRC meeting | Feb 2021 | Chief Director HRM&D | |

NB: THE PTT MAY BE CONVENED AT ANY TIME DURING THE IMPLEMENTATION OF THE MANAGEMENT PLAN.

Enquiries related to the 2021 PPN should be directed to the office of the Director: Human Resource Planning and Provisioning services for attention Mr M. Moeli (mbulelo.moeli@ecdoe.gov.za/ busisiwe.seyisi@ecdoe.gov.za), who will ensure that they receive the necessary attention of the Director: Human Resource Planning & Information System.

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T KOJANA
SUPERINTENDENT- GENERAL

26/10/20

DATE