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Wes-Kaap Onderwysdepartement
 Western Cape Education Department
 ISebe IeMfundo IeNtshona Koloni

INSTITUTIONAL MANAGEMENT AND GOVERNANCE MINUTE: 0007/2010

TO: DEPUTY DIRECTORS-GENERAL, CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND EDUCATION DISTRICT OFFICES), HEADS: CURRICULUM CO-ORDINATION AND ADVICE, HEADS: IMG CO-ORDINATION AND ADVICE, CIRCUIT TEAM MANAGERS, CURRICULUM ADVISERS, IMG MANAGERS, COMMUNITY LEARNING CENTRE MANAGERS AND CHAIRPERSONS OF CENTRE GOVERNING BODIES

REMUNERATION OF COMMUNITY LEARNING CENTRE MANAGERS AND SITE CO-ORDINATORS

1. Norms and Standards funding to community learning centres (CLCs) makes provision for the remuneration of educators, the remuneration of the centre manager and the purchase of learning and teaching support material, as outlined in the Procedure Manual for Centre Managers and Site Co-ordinators and IMG Circular Minute 1/2007.
2. Funding is retrospective and based on learner numbers captured in the Adult Education and Training Annual Survey of the previous year.
3. Norms and Standards letters are sent to CLCs annually and reflect the following information:

EXAMPLE 1: CENTRE WITH A FULL-TIME CONTRACT CENTRE MANAGER AND SITE CO-ORDINATOR

ENROLMENT: ANNUAL SURVEY	
ABET	246
FET	125
OTHER	0
FULL-TIME CONTRACT POSTS	ESTABLISHMENT
Centre Manager	1
Site Co-ordinator	1
ALLOCATION	AMOUNT
Management	R 176,397
Tuition	R 262,066
Learning and Teaching Support Material	R 10,670
Total	R 449,133

EXAMPLE 2: CENTRE WITH PART-TIME CENTRE MANAGER

ENROLMENT: ANNUAL SURVEY	
ABET	0
FET	174
OTHER	0
ALLOCATION	AMOUNT
Management	R 30,840
Tuition	R 73,042
Learning and Teaching Support Material	R 2,610
Total	R 106,491

4. Centre governing bodies and centre managers are reminded that it is an explicit requirement of Western Cape Education Department (WCED) policy that centre managers and site co-ordinators may not be remunerated more than the amount specified in the Norms and Standards letter.
5. The WCED regards transgression of this policy in a very serious light and will not hesitate to institute disciplinary procedures against CLCs that fail to comply.

SIGNED: JH LYNERS
HEAD: EDUCATION
DATE: 2010-06-14

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