

**Draft Minutes of the
Adult Education and
Training Internal Task
Team Meeting held on
10 – 11 September
2014**

**DRAFT MINUTES OF THE ADULT EDUCATION AND TRAINING
INTERNAL TASK TEAM MEETING HELD ON 10-11 SEPTEMBER 2014
AT NDINAYE HOUSE, FRANCIS BAARD STREET, PRETORIA**

SECTION A: PROCEDURAL MATTERS

A1. OPENING AND WELCOME

The chairperson Dr Mahlobo, Chief Director: Programmes and Qualifications opened the meeting and welcomed all members present. The meeting had to be delayed due to conflicting times stated in the invitation letters and the agenda.

The chairperson requested everyone to introduce themselves. The following were noted during the introductions:

Ms Ntuntu Molemane introduced Ms Sipiwe Dladla as the new curriculum specialist for Mpumalanga.

Ms Josephine Mekgoe, the Director for Adult Education and Training (AET) in North West has changed her title to Reverend.

The agenda for the meeting was adopted without changes. The meeting noted that Mr John Slater would join the meeting on the second day of the meeting.

A2. ATTENDANCE AND APOLOGIES

ATTENDEES

NAME OF OFFICIAL	PROVINCE
Dr EB Mahlobo (Chairperson)	DHET
Mr D Diale	DHET
Ms J Sibiya	DHET
Mr B Makobe	DHET

Mr T Moloi	DHET
Mr R Phillips	Northern cape
Mr A Damon	Western Cape
Ms T Masondo	Gauteng
Ms N Nyovane	Gauteng
Ms S Dladla	Mpumalanga
Mr T Thwala	Mpumalanga
Ms N Molemane	Mpumalanga
Mr S Mncube	Kwa-Zulu Natal
Mr Z Gwanya	North West
Rev. J Mekgoe	North West
Ms N Teka	Eastern Cape
Ms Z Mgoduka	Eastern Cape
Ms R Mantshiu	Limpopo
Mr R Mudzanani	Limpopo
Mr D Moloi	Free State
Mr Z Nonkwelo	DHET
Ms N Williams	DHET
Mr F Reyneke	DHET
Mr S Erasmus	DBE
Dr M Ramarumo	DBE
Mr J Slater	DHET
Ms E Kodisang (Scribe)	DHET
Mr S Motloutsi (Intern)	DHET
Ms N Legodi (Admin Clerk)	DHET

APOLOGIES

Ms Dorothy Masipa's apology was noted, she was however represented by Mr Zweli Nonkwelo.

The attendance register is attached as annexure to the minutes.

A3. PURPOSE OF THE MEETING

Dr Mahlobo clarified why there was a need for AET Internal Task Team as well as the AET HEDCOM sub-committee as follows:

The AET Internal Task Team was established based on the recommendations made by the Community Education and Training Colleges (CETC) Task Team. He indicated that the Internal Task Team carried a broader mandate in the sense that it has to serve an overarching role in AET matters by attending to developments and making recommendations on the CETCs as well as looking into the conventional issues pertaining to policies, qualifications and norms on AET.

The Task Team was urged to familiarize themselves with the Terms of Reference which were sent together with the invitations.

SECTION B: MATTERS FOR DISCUSSION

B1. ANNUAL PERFORMANCE PLAN (APP)

Mr Diale did a presentation on the APP for 2014/15 and emphasized the key indicators affecting PEDs. The presentation is attached as annexure to the minutes.

The following issues were raised as challenges:

- 1) Compliance to the teacher/ learner ratio of 1:20;
- 2) Norms and standards for funding are not accommodative to the learner;
- 3) Dual registration of learners for both June and November examinations which reflects as high rate of absenteeism;
- 4) Tracking and retention of learners;
- 5) The location of the performance measure on the enrolment of learners for exams currently sits with exams and yet curriculum is expected to account; and
- 6) Clarity to be provided between a financial year and academic year.

DECISIONS

- 1) The meeting agreed that the following programme performance measures must be added:
 - a. Pass rate;
 - b. Certification rate;
 - c. Throughput rate subject to system development and readiness; and
 - d. Target date 2016/17.

- 2) Mr Nonkwelo to draft letters to individual Provincial Education Departments (PEDS) to seek clarity on the funding information submitted;
- 3) The AET Directorate must set up a meeting between Curriculum, SITA and Examination Units (National and Provincial); and
- 4) KZN and Limpopo to engage Department of Higher Education and Training (DHET) HR unit with regards to issues relating to Persal.

B2. FUNCTION SHIFT

Presentations were done by Ms Nadia Williams and Mr Fanie Re yneke. The Presentations covered verification of staff data and provincial consultation visits. The meeting pack included the two circulars that had been sent to provinces on function shift process. The following were issues raised based on verification of data and visits.

- 1) The information flow is a challenge;
- 2) There were fears with change of employment from Educators Act to Public Service Act;
- 3) Unions were not properly informed;
- 4) Provinces would still be required to issue the contracts, the DHET will manage them after the shift; and
- 5) In Kwa-Zulu Natal particularly, most districts were opting to remain with the Department of Basic Education (DBE).

DECISION

- 1) The Department's HR must set up a meeting that will be made up of national and provincial HR and AET Curriculum units to reconcile function shift issues.

B3. UPDATE ON THE CETC POLICY

Ms Juliet Sibiya did a presentation on the update of the draft CETC policy as well as the draft implementation plan for CETCs. Of importance to note is that the draft policy would be re-gazetted for comments. The draft policy will be shared with PEDs once finalized.

DECISIONS

- 1) The presentation of the Draft Policy on Community Colleges and the Draft implementation plan must be emailed to provincial colleagues.
- 2) The draft policy to be distributed to PEDs once finalized.

B4. IDENTIFICATION OF SITES FOR CETC

Mr Diale did a presentation on the identification process for Community Colleges and update on the identified sites. He made mention that the emphasis is on the establishment of Community Colleges rather than conversion. He also indicated that formal communication will be sent to Provinces regarding the process forward also to clarify the issue of piloting. As a way forward the meeting wanted guidance on the following issues:

- 1) What are the immediate things that PEDs should be doing in preparation for the CETCs?;
- 2) What is the envisaged date for conversion/establishment?;
- 3) Will there be communication to the identified centres?; and
- 4) Provinces to be provided with the implementation plan.

DECISIONS

- 1) The process of identification of centres to host the community colleges is still valid and subject to approval of the centres for this purpose by the Minister. PEDs must therefore await formal communication.
- 2) There must be appreciation that the authoritative document is the draft policy which is to be published for comment.

B5. QUARTERLY REPORTING

Mr Makobe did a presentation on quarterly reporting tools. The tools were included in the meeting pack. The following were noted as challenges on quarterly reports:

- 1) Adherence to deadlines;
- 2) Submission of valid data;
- 3) Different templates used; and
- 4) Challenge with the head count/ need for common understanding of a headcount.

DECISIONS

- 1) Mr Makobe must send the electronic copy of the template to PED AET officials.
- 2) PED officials must submit the quarterly reports on the dates determined by the DHET and on the template provided by the DHET.

B7. DESIGN EVALUATION

Mr Diale did a presentation on design evaluation. The purpose was to share information and update PEDs on developments in the Department. He further indicated that a service provider has been appointed to assist with the policy development.

DECISION

- 1) PEDs to familiarize themselves with the Terms of Reference included in the meeting pack so as to understand the nature and the scope of the Design Evaluation process.

B8. REVIEW OF FUNDING FRAMEWORK FOR TVET AND COMMUNITY COLLEGES

Mr Nonkwelo did a presentation on the terms of reference for the funding norms for AET. The terms of reference were included in the meeting pack. The presentation was appreciated as it provided a broad picture particularly on TVET colleges. The meeting noted that there is still a need for a presentation that gives more details to AET issues.

B9. KHA RI GUDE (KRG) UPDATE

Dr Ramarumo, the CEO of Kha ri gude was invited to provide an update as well as to engage on Kha ri gude. Dr Ramarumo did a presentation on the achievements of KRG since its inception. In her presentation she also mentioned that KRG has appointed Provincial representatives who will be based in PEDs and assured that this will make liaison between AET and KRG easy.

The meeting posed the following issues to the CEO and appealed for her intervention:

- 1) Absorption of KRG learners into AET programmes;
- 2) Synergy between KRG and AET;
- 3) Sharing of educators employment in both KRG and AET;
- 4) Share the contact persons and sites for KRG in provinces including data and records; and
- 5) Mpumalanga made a special appeal for KRG to reach the communities in Mkhonto and Mkomazi.

DECISIONS

- 1) The issues pertaining to KRG must be escalated so that they become an agreement between DBE and the Department. The articulation of KRG programme will in the interim be facilitated by the newly appointed PED KRG coordinators
- 2) This articulation must be formalised through an Memorandum of Agreement between the Ministers of Basic Education and of Higher Education and Training
- 3) Dr Ramarumo will send a correspondence to Mr Diale of the formal appointment and the details of KRG provincial co-ordinators for dissemination to AET units.

B10. UPDATE ON NASCA AND NASCA CURRICULUM DEVELOPMENT PROCESS

Mr Diale informed the meeting that Umalusi has gazetted the NASCA qualification policy. The gazette was circulated in the meeting pack.

The Task Team was also given an update that the curriculum development process was at an advanced stage, the subject working groups had submitted the draft documents which will then be published for public comments. The process of materials development will also be undertaken and the provinces will be informed accordingly in due course.

DECISION

- 1) Provinces must familiarize themselves with the NASCA policy.

B11. UPDATE ON THE SENIOR CERTIFICATE

Mr Sammy Erasmus from the DBE did a presentation on the Senior Certificate. He informed the Task Team that the Senior Certificate was declared as policy in August 2014. He also indicated that the DBE was still working on a circular that would give guidance on the changes made to the Senior Certificate.

He indicated the following key issues that would be covered in the circular:

- 1) Registration would commence in October 2014 and end in January 2015;
- 2) Examination guidelines will be made available on the DBE website;
- 3) The circular would be sent out on 12 September 2014; and
- 4) The need for advocacy campaign for the Senior Certificate.

PEDs indicated that provinces would assistance with capacity building for the educators who were involved with the old Senior Certificate given the adaptation to CAPs.

DECISIONS

- 1) DBE will issue a circular regarding the offering and examinations
- 2) The Department to issue a circular to the HODs to ask their FET units to train adult educators.

B12. GETCA QUALIFICATION AND CURRICULUM DEVELOPMENT PROCESS

Ms Kodisang did a presentation on the draft GETCA qualification. The intention of the presentation was to update the Task Team on the developments on the GETCA. The presentation was based on the draft GETCA gazette that was published for comments in March 2014. The presentation is attached as annexure to the minutes.

The Task Team was also informed that the curriculum development process will commence once GETCA is finalized. The PEDs would be involved in the curriculum development process.

B13. REPORT ON THE CURRICULUM SUPPORT WORKSHOPS AND LEARNER IMPROVEMENT PLANS

Ms Kodisang did a presentation on the curriculum support workshops undertaken with PEDs in 2013/14 financial year. The meeting noted that Limpopo and Kwa-Zulu Natal could not be reached in the 2013/14 financial year. The meeting also noted that there was a still need for engagement with educators in Limpopo, KZN, Eastern Cape and Free State however due to budget constraints alternative ways must be explored for the workshops to happen.

KZN and Eastern Cape indicated that they will be in contact with the AET Directorate at the Department on the matter. The presentation also covered critical areas for learner improvement. The presentation is attached as annexure to the minutes.

B14. EDUCATOR QUALIFICATION POLICY

Mr Moloi did a presentation on the draft Educator qualification policy as gazetted for comments in June 2014. The policy once finalized is intended to identify and describe a set of qualifications

for current educators as well as the lecturers for the envisaged community colleges. The presentation is attached as annexure to the minutes.

B15. CURRICULUM INTERVENTION REPORTS

The presentations by PEDs had to be deferred due to a lengthy discussion on the AG report. Instead PEDs were requested to submit their reports no later than 14 November 2014. PEDs were also informed that there will be a meeting in December where the reports will be tabled and discussed.

B16. COLLECTIVE AGREEMENT FOR AET

Mr John Slater, Director for Labour Relations did a presentation on the collective agreement.

He highlighted the following points to the PEDs:

- 1) The provincial contracts are not standard, they vary in form and methods;
- 2) There must be clarity on the total funding allocated for contracts;
- 3) Signing must be concluded by end October;
- 4) There is a need for a proper post provisioning model;
- 5) Contracts that are in existence by 31 March 2015 will be transferred to the Department;
- 6) Contracts will be taken “voetstoot” in line with Section 197 of Labour Relations Act, as well as in terms of the Public Service Act; and
- 7) Any outstanding compensations will remain the liability of the old employer PEDs

DECISION

- 1) Mr Slater to email the revised copy of the collective agreement to Mr Diale for distribution to Provincial colleagues.

CLOSURE

Dr Mahlobo thanked everyone for attending. He further appreciated the level of engagements by the PEDs and their commitment to the course of AET. The meeting adjourned at 14:00.