



higher education
& training

Department:
Higher Education
REPUBLIC OF SOUTH AFRICA

COMMUNITY EDUCATION AND TRAINING NATIONAL ROADSHOWS

MEDIATION OF THE DRAFT STAFFING NORMS FOR CET COLLEGES

AUGUST 2016

PRESENTATION OUTLINE

- **Introduction**
- **The Role of the CET College**
- **Rationale for the policy on draft staffing norms for CET C**
- **Core elements of the draft staffing norms policy**
- **The Guiding Principles in the draft staffing norms**
- **The implications for instructional time (Time Table Norms)**
- **Preparations for the implementation (the verification process)**

INTRODUCTION

- Proclamation No.44 of 2009 published in GG No. 32367 of 1 July 2009 , **transferred** the **administration** of the AET Act, 2000, and FET Act 2006, to the Minister of HET
- The **HETLA, 2010** transferred the legislative **responsibility** of AET to the Minister of HET
- FET Colleges Amended Act, 2013 **repealed** the AET Act , 2000
- **White Paper for PSET** , November 2013 states that **PALCs** are **absorbed** into a category of Institutions named **CET Colleges**

INTRODUCTION

- The **CET Act, 2006** establishes the CET Colleges as a **3rd tier** within the PSET
- In April 2015 the Minister of HET **established** the first **9 CET Colleges** as **administrative and Management** Centres for the 3276 former PALCs – now known as CLCs
- The **National Policy, 2015** on CET Colleges provides an institutional framework for the establishment of CET Colleges

THE ROLE OF THE CET COLLEGE

- **Section 20(1)(a) of the CET Act reads :**

“The staff of public colleges consists of persons appointed by the Minister in terms of the Public Service Act in Posts established on the organisational structure of the Department and identified as posts to respective colleges”

- *When the function of AET transferred to DHET under the new CET Colleges the DHET **inherited various compensation dispensations** from the 9 PEDs*
- *The CET Colleges currently **do not have** established posts as per section 20(1)(a).*
- *The posts and appointment of **CET Lecturers resides** within the **jurisdiction** of the CET College*
- ***DHET** is now the **official employer** of CET Lecturers*

RATIONALE FOR THE POLICY ON DRAFT STAFFING NORMS FOR CET C

- ❑ *The draft staffing norms are developed with the aim to :*
- ❖ *Propose a **standardised model** of the appointment of lecturer staff in the CET Colleges*
- ❖ *Promote the **operational efficiency** of CET Colleges – operate within the **approved posts allocations***
- ❖ *Promote **growth** and **sustainability** of HR within the sub system to cope with the competitive post schooling sector*
- ❖ *To **streamline** the **current available** **Financial** and **HR** to ensure teaching and learning continues and improves*

CORE ELEMENTS OF THE DRAFT STAFFING NORMS POLICY

- ❑ ***Equitable*** CET College budget ***allocation*** and ***distribution***
- ❑ Programmes Offerings as per the ***approved*** Programme Qualification Mix (***PQM***)
- ❑ ***Verified*** Full Time Equivalent (***FTEs***) student enrolments that lead to up to NQF 4 and
- ❑ CET College ***MTEF Post Establishment***

NB : the draft staffing norms for CET Colleges do not include any new promotional posts at this stage but introduces a standardised model for the compensation of lecturers in the 9 CET Colleges as transferred from the PEDs to DHET

PRINCIPLES UNDERPINNING THE DRAFT POLICY ON STAFFING

☐ **RECONFIGURED INSTITUTIONAL LANDSCAPE MODEL . THE NORMED SIZES**

- **CET COLLEGE**
- **CLC**
- **SATELLITE**

☐ **NORMED ENROLMENTS**

- **FTE – FULL TIME EQUIVALENTS**
- **CLASS SIZES – HEAD COUNTS**

☐ **NORMED INSTRUCTIONAL TIME**

- **TIME TABLE NORMS**

☐ **PROVISIONAL FORMULAR**

- **WEIGHTED SUBJECTS**

DRAFT POLICY PROPOSAL

Section 4 of the draft policy

- The staff of a public college consists of persons **appointed by the Minister in terms of the Public Service Act** in posts established on the organisational structure of the Department and identified as posts to the respective colleges
- The staff are remunerated from the funds allocated to the respective colleges in accordance with budget allocations of CET Colleges as per FTE enrolments
- The Compensation of employees' budget shall be capped at **75%** of which **80%** is allocated for **core** staff and **20%** for **support services**.(1:25)
- Posts provision at a College level shall be **demand driven** and should accommodate a **mixture** of **permanent** , **part time** and **fixed term contracts** .
- **Points 17, 19, 20 of section 4 of the draft policy – Processes for National Consultation.**

INSTITUTIONAL CONFIGURATION MODEL

- **A COLLEGE**

Small: 700- 1500 FTE's

Medium: 1501 -2500 FTE's

Large: 2501 and above FTE's

- **A COMMUNITY LEARNING CENTRE**

Small: 201- 350 FTE's

Medium: 351 -500 FTE's

Large: 551- 699 FTE's

- **A SATELLITE CAMPUS**

The Satellite Centres must have enrolled between a minimum of **75** to a maximum of **199** FTE's.

- These definitions will be restricted to a **three year cycle** i.e. from 2016-2018. Thereafter a similar grading exercise will be conducted to determine a new classification.

CLASS SIZES NORMS

- The student enrolment for the **sub levels** to NQF level programmes shall be not lesser than **1:20**
- Student enrolment for **NQF level 1** shall not be less than **1:25**
- Depending on the nature of **occupational skill**, student enrolment shall be a **minimum of 15** and **maximum of 30**.
- The (National) **Senior Certificate** (for Adults) shall not be less than **1:30**

These class size norms shall apply to enrolment for full qualification and part qualification

GUIDELINES FOR OPERATIONAL TIMES

- CETC learning sites must be flexible to operate on full time basis, part-time basis.
- Centres with dedicated buildings can operate from 8:00 till 21:00 and cater both for learners that cannot attend during the day.
- The time table of a college must be flexible to include **Saturday** classes.
- The model is based on the principle that available posts are distributed among Colleges /Centres, proportionally to their number of FTEstudents.

CORE ELEMENTS OF THE PPN FORMULA

- **FIXED ELEMENTS**

The **budget** allocation to each CET College

Programme offering/curriculum that each Campus(CLC) will pursue

- **VARIABLE ELEMENTS**

FTE student enrolments for each academic year as verified and audited

SEE SECTION 8 of the draft policy

WEIGHTING NORMS FULL QUALIFICATION

Programme	(Sub)Level	Weight	Ideal Class Size
GETC	1	1.15	20
	2	1.15	20
	3	1.15	20
	4	1.125	25
NSC	NSC	1.05	30
SKILLS	NQF 1	1.125	30

FORMULAE FOR POST ALLOCATION

$$\text{College WS} = \text{LWS} + \text{LAWS} + \text{CRW}$$

$$\text{Constant Ratio} = \frac{\text{National Weighted Student}}{\text{National Post Basket}}$$

$$\begin{aligned} &\text{College Post Establishment (Lecturers)} \\ &= \frac{\text{College Weighted Student}}{\text{Constant Ratio}} \end{aligned}$$

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CET Total Allocated Budget

R	1 900 000 000,00
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COE(75% Nett Split results of Equitable Share)

R	1 425 000 000,00
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Other Services (25% Nett Split results of Equitable Share)

R	475 000 000,00
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Core (80% Nett Split of COE)

R	1 140 000 000,00
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Non-Core (20% Nett Split of COE)

R	285 000 000,00
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2016 ACADEMIC STAFF BUDGET ALLOCATION

Post Allocation	3872	
Average Unit Cost per Post	R 294 466,58	
Financial Equivalent (80% Nett split Results)	R 1 140 000 000,00	

CS POSTS ALLOCATION PER CET COLLEGE

Region	Learner Enrolment	Post allocation	Round Post allocation	Financial Equivalent	Number of Hours
Eastern Cape	33000	408,571	409	R 120 310 466,24	3272
Free State	25000	309,523	310	R 91 144 292,61	2480
Gauteng	86904	1075,953	1076	R 316 832 144,19	8608
KZN	50500	625,237	625	R 184 111 471,07	5000
Limpopo	29537	365,696	366	R 107 685 158,83	2928
Mpumalanga	24000	297,142	297	R 87 498 520,90	2376
Northern Cape	7500	92,857	93	R 27 343 287,78	744
North West	35000	433,333	433	R 127 602 009,65	3464
Western Cape	21250	263,095	263	R 77 472 648,72	2104
	312691	3871	3872	R 1 140 000 000,00	30976

PS POSTS ALLOCATION PER CET COLLEGE

Post Allocation	1548
Average Unit Cost per Post	R 184 107,43
Financial Equivalent (80% Nett split Results)	R 285 000 000,00

PS POSTS ALLOCATIONS PER CET COLLEGE

Region	Lle Enrolme nt	Post allocatio n	Rounde d Post allocati on	Financial Equivalent	Number of Hours
Eastern Cape	33000	163,370	163	R 30 077 616,56	1304
Free State	25000	123,765	124	R 22 786 073,15	992
Gauteng	86904	430,227	430	R 79 208 036,05	3440
KZN	50500	250,005	250	R 46 027 867,77	2000
Limpopo	29537	146,226	146	R 26 921 289,71	1168
Mpumalanga	24000	118,814	119	R 21 874 630,23	952
Northern Cape	7500	37,130	37	R 6 835 821,95	296
North West	35000	173,271	173	R 31 900 502,41	1384
Western Cape	21250	105,200	105	R 19 368 162,18	840
	312691	1548	1548	R 285 000 000,00	12376

IMPLICATIONS FOR IMPLEMENTATION

ITEM	PROPOSED TIME TRAMES
1. TOOLS FOR VERIFICATION – DHET	AUGUST 2016
2. COLLEGES’S RECONFIGATION PROCESS OF LEARNING SITES	SEPTEMBER 2016
3. ALIGNMENT OF POSTS WITH TIME TABLE NORMS – CETC & RO	OCTOBER 2016
4. APPROVED STAFFING NORMS & POSTS ALLOCATION	SEPTEMBER -OCTOBER 2016
5. COLLEGE IMPLEMENTATION	OCTOBER – NOVEMBER 2016
6. APPOINTMENT LETTERS	DECEMBER 2016