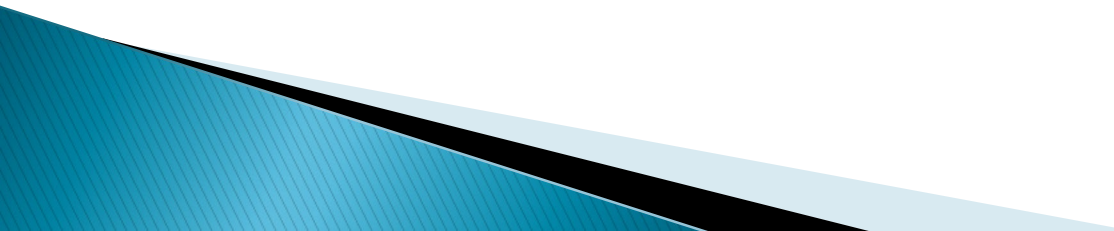


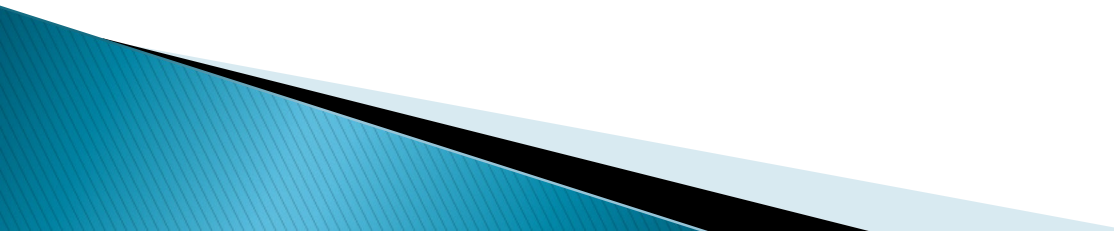
POST PROVISIONING NORMS FOR CET COLLEGES

DISTRIBUTION MODEL

PROPOSED MODEL AND PRINCIPLES

- ▶ Distribution model
 - ▶ FTE students are weighted to compensate for variation in needs regarding class size
 - ▶ Compensation is provided for geographical size of areas (provinces) serviced by colleges
 - ▶ All colleges, irrespective of size, need a core component of support staff to perform essential functions
 - ▶ Proposed model and benchmarks are not meant to be final but for discussion
- 

DISTRIBUTION OF POSTS

- ▶ The principle in terms of which posts are allocated to colleges is that the pool of posts created at national level is divided amongst colleges in accordance with their relative needs
 - ▶ Colleges' relative needs for academic posts are directly proportional to their numbers of weighted FTE students
 - ▶ Colleges are each provided with a core support staff component plus the proportional fraction of the remaining posts
- 

UTILISATION OF FUNDS FOR CATEGORIES OF STAFF

- ▶ 80% OF AVAILABLE FUNDS FOR ACADEMIC STAFF
 - ▶ 20% OF AVAILABLE FUNDS FOR SUPPORT STAFF
 - ▶ Academic staff includes lecturers, senior lecturers and HoDs. These academic staff posts are not only for staff involved in actual lecturing, but also includes other related duties such as ETD management and support, satellite supervisory lecturing and quality assurance for which professionally qualified staff is required.
 - ▶ Support staff includes all other posts in the management and support services.
- 

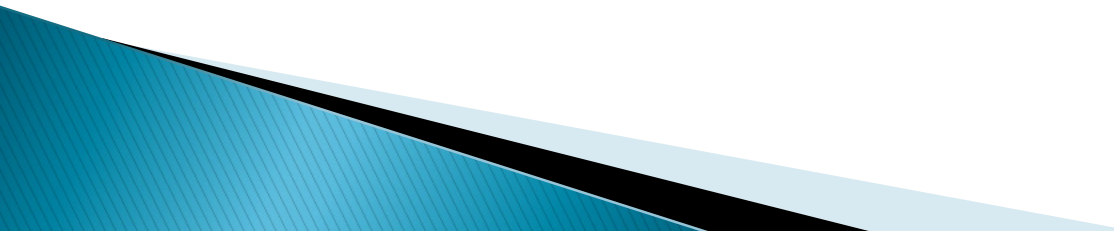
POST LEVEL RATIO NORMS AND POOL OF POSTS CREATED

- ▶ Academic posts are divided into post levels 1, 2 and 3 posts based on the recommended ratios of $PL1:PL2 = 1:0,26$ and $PL2:PL3 = 1:0,22$. This means that 76% of all academic posts are on post level 1, 20% on post level 2 and 4% on post level 3.
- ▶ Average cost of posts on each post level and for all levels combined is determined and total number of posts that is affordable is created

WEIGHTING OF FTE STUDENTS ITO CLASS SIZE REQUIREMENTS

Programme	Maximum Class Size	Relative weighting of FTE Students
Sub-levels 1 - 3	30	1,17
NQF level 1	35	1
NQF level 2	35	1
NQF level 3	35	1
NQF level 4	35	1

COMPENSATION FOR GEOGRAPHICAL SIZE OF PROVINCE

- ▶ Geographical size impacts on distances that staff need to travel and time consumed by travelling
 - ▶ Proposed compensation: Increase weighted FTEs by 2 FTEs per 500 km². This artificially spread students more evenly over the province
- 

COMPENSATION FOR GEOGRAPHICAL SIZE

Province	Geographic Area	Additional FTEs
Eastern Cape	168966 km ²	338
Free State	129825 km ²	260
Gauteng	16548 km ²	33
KwaZulu-Natal	94361 km ²	189
Limpopo	125755 km ²	252
Mpumalanga	76495 km ²	153
Northern Cape	372889 km ²	746
North West	106512 km ²	213
Western Cape	129462 km ²	259

CALCULATION OF WEIGHTED FTES

- ▶ For each college the number of FTEs in each programme is multiplied by the relative weighting as determined by maximum class size
- ▶ The total number of weighted FTEs of a college is increased by the geographical area factor
- ▶ The total FTEs of all colleges is determined
- ▶ College A's relative claim or need = $\frac{\text{Total weighted FTEs of College A}}{\text{Total weighted FTEs nationally}} \times \text{total pool of posts}$

CORE POSTS AT COLLEGE LEVEL

Post	Posts per college
Principal	1
PA to Principal	1
ASD - Internal Audit	1
ASD - CETMIS	1
Admin Support – CETMIS officers	1
ASD-QMS	1
Dep Principal – Program Management	1
Community & Student Support Services	1
Admin Support	1
Deputy Principal - Corporate Services	1

CORE POSTS AT COLLEGE LEVEL

Post	Posts per college
ASD- HRM & D	1
ASD-ICT	1
Admin Assistant- HR	1
Deputy Principal Finance	1
ASD-SCM	1
ASD Finance Manager	1
ASD Fleet and Assets	1
Admin Assistant - Finance	1
General Assistants	2
Driver/Messenger	2

CORE POSTS AT CLC AND SATELLITE LEVEL

Post	Posts per
Centre Manager	1 per CLC
Community & Student Support Officers	1 per CLC
Satellite supervisory Management	1 per Satellite
CETMIS – Support	1 per CLC
Admin Assistant (ETD Support)	1 per CLC
Admin Assistant (Institutional Support)	1 per CLC
Receptionist/ secretary	1 per CLC
General Assistants	2 per CLC

DISTRIBUTION OF REMAINING POSTS

- ▶ Cost of core post allocations is determined and remainder of funds is utilised to create posts as follows:
 - 20% of posts on salary level 2
 - 50% of posts on salary levels 5 to 7
 - 20% of posts on salary level 9
 - 10% of posts on salary level 10
- ▶ These posts are divided among colleges proportional to their weighted FTE student numbers