



higher education & training

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HUMAN RESOURCES MANAGEMENT CIRCULAR NO. 2 OF 2021

TO: Regional Managers

TVET College Principals

TVET College Deputy Principals Corporate Services

TVET College Human Resources Managers

All TVET Staff

CC: DDG: TVET

College Council Chairpersons

NATIONAL IMPLEMENTATION OF THE APPROVED PPN MODEL ALLOCATIONS AND STANDARDISED STRUCTURES FOR TVET COLLEGES

You will all be aware that the plan to roll out the PPN Model allocations along with the Standardized College Structures nationally from 1 April 2020 was delayed by the unfortunate advent of the COVID-19 pandemic, largely due to the national lock-downs that were put in place. In addition, COVID-19 also resulted in the recouping of funds from Departments by National Treasury in the 2020/21 financial year which resulted in the Department's inability to implement the PPN during the 2020/21 financial year.

In addition, the approved PPN Policy and Implementation Procedure Manual was also pending as the instrument to guide the implementation process nationally. These documents have now been approved and are attached for all college management and implementation committees to familiarize themselves for national implementation.

Bearing the above in mind, discussions between the PPN Task Team and the TVET Branch Finance Directorate, as well as National Treasury approvals associated with the budget related to PPN implementation late last year, meant changing the roll-out plan period from the 2020/21 – 2022/23 to 2021/22 until 2023/24 financial year. This should be noted by all college management, and communicated as such to all staff so that there is clarity on the implementation of the PPN Model Allocations and Standardized College structures nationally.

The recouping of funds from the Department by National Treasury has meant that the PPN Task Team had to further adjust the national implementation plan to work within the confines of available Persal budgets for TVET colleges approved by National Treasury for the period of the roll-out plan.

All the above has resulted in the need for the following amendments to be made to the existing PPN Implementation plan:

A. MIGRATION OF STAFF FROM COLLEGE PAYROLL TO PERSAL (2021/22)

On completing the analysis of financial data, reviewing available budgets against what is required per college for Migration and recruitment of critical posts for the 2021/22 financial year or year one of the PPN implementation process, the following categories for implementation will apply nationally:

- i. Category 1 relates to colleges that will be able to fully migrate **all identified** staff onto the Persal system and recruit to **some** critical posts.
- ii. Category 2 relates to colleges that will have sufficient funds to migrate **some of the identified** staff onto the Persal system. These colleges will be provided with 'criteria' to be applied for the identification of staff to migrate during this financial year (2021/22) in order to ensure utilization of the available budgets. The migration of remaining staff will then be implemented from year two onwards in line with available budgets per college.

- iii. Category 3 relates to colleges that will **not** be eligible to implement any PPN related activities (i.e. both migration and recruitment and selection of identified critical posts).

Confirmation of the category applicable per college will be communicated in due course.

B. RECRUITMENT & SELECTION FOR CRITICAL POSTS ON PERSAL (2021/22)

1. As noted above, only colleges with sufficient available funds will be able to recruit to some critical posts during this financial year (2021/22). All other colleges' recruitment may only commence from 1 April 2022 subject to available college compensation budget.
2. To ensure that we operate as far as possible this year within the confines of existing National Treasury approved compensation budgets, the PPN Task Team has agreed that those colleges with sufficient budgets be allowed to recruit to some of their critical posts during this financial year. Only category 1 colleges will therefore be able to proceed with the recruitment of some critical posts insofar as their budgets allow. This should however be done in line with HR Circulars 30 and 40 of 2020 related to PPN.

C. PREPARATION FOR IMPLEMENTATION OF PPN MODEL AND COLLEGE STRUCTURES.

Whilst this financial year 2020/21 has unfortunately been impacted by the COVID-19 pandemic, we have now received confirmation by National Treasury of the approval of a ring-fenced budget for PPN implementation, albeit slightly reduced. In order to ensure full utilization of the ring-fenced budgets, it is crucial that all colleges fully prepare for the migration of identified staff from college payroll to Persal payroll ahead of time so as not to present any further delays in implementation. To do this, colleges and regional offices will be required to undertake the following key activities within the timelines indicated in the revised implementation plan:

1. Constitute College Implementation Committees (CIC) and Regional Oversight Committees (ROC), discuss the approved PPN implementation plan, and attend implementation workshops to be held between February and March 2021.
2. As part of the CIC processes, fully complete and sign off final submissions of the following using the previously provided Annexures:
 - i. college selected organizational structure;

- ii. matching and placement templates including unmatched staff (for potential redeployment);
- iii. list of college paid employees indicating those identified for migration; and
- iv. list of prioritized critical posts for recruitment in 2021/22 financial year.

3. Consult with college staff on the implementation plan and process including any changes that may affect particular staff.

All the above will ensure that college information is ready for head office HR processes to be implemented in readiness for migration from 1 April 2021.

In the meantime, college management and implementation committees should review the attached PPN Implementation procedure manual and seek any points of clarity with the PPN Task team if need be in upcoming college meetings to be scheduled during February and March 2021.

Should college management and HR teams require any further clarity please contact the PPN Task Team. Please note that all staff queries should be directed to local college HR teams who will engage with the PPN Task Team for assistance if need be.

Regards



Ms LC Mbobo

Deputy Director-General: Corporate Services

Date: 03 February 2021