

PPN IMPLEMENTATION MANAGEMENT PLAN – YEAR 1

| YEAR ONE (2021/22) PPN IMPLEMENTATION PLAN | | | | |
|--|--|--------------------------------|---|--|
| ITEM NO. | OBJECTIVE | DUE DATE | ACTION REQUIRED | RESPONSIBLE PARTIES |
| 1. | Issue circular with Policy, Procedure manual, including TORs and implementation plan. | 08 February 2021 | <ul style="list-style-type: none"> • Circular finalised by 29 Jan 21 • DDG to sign circular | <ul style="list-style-type: none"> • PPN TWG • DDG: CS |
| 2. | Set up PPN College Implementation Committees (CIC) at College and Regional Oversight Committees at regional Office level | 19 Feb 2021 28 Feb 2021 | <ul style="list-style-type: none"> • Submit members of PPN Implementation Committees on template provided to PPN TWG • Establish Regional Oversight Committees and submit respective college reps to PPN TWG • Have initial meeting of CIC to clarify purpose and TORs | <ul style="list-style-type: none"> • All Colleges • Regional Office • PPN TWG |
| 3. | Implementation workshops | March – April 2021 | <ul style="list-style-type: none"> • Presentation on Procedure Manual, TORs and Implementation plan • Outline budget and implications • Roll out plan for implementation based on budget. | <ul style="list-style-type: none"> • All Colleges • Regional Office • HRMA • PPN TWG |

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| 4. | Final signed off structure, matching and placement, migration lists and critical posts submitted in line with available budgets | 9 April 2021 April / May 2021 | <ul style="list-style-type: none"> ✓ Submit CIC approved and signed off documents based on available budgets related to: ✓ Choice of College Structure (Innovation vs Registrar) completed as per template ✓ Matching and Placement of all Ministerial staff into selected structure from Persal ✓ Matching and Placement of all Ministerial staff into selected structure from College Payroll to be migrated ✓ List of unmatched staff ✓ List all Ministerial staff from College payroll identified for migration to Persal ✓ List of critical posts to be prioritised during Y1 in line with available budget. ✓ Prepare HRMA documents for employees to be appointed to PERSAL | <ul style="list-style-type: none"> • All Colleges • Regional Offices • PPN TWG |
| 5. | Creation of college posts on PERSAL aligned to the respective chosen college structure. | March to April 2021 | <ul style="list-style-type: none"> • Create posts on PERSAL | <ul style="list-style-type: none"> • Head office HRMA Unit • Head office OD Unit |
| 6. | College Implementation Committees' Workshops on Implementation procedures with all college employees | April - May 2021 | <ul style="list-style-type: none"> • College Implementation Committees to conduct workshops at college level to provide clear understanding of PPN implementation procedures for all college employees | <ul style="list-style-type: none"> • PPN College Implementation Committees • PPN TWG |

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| | | | <ul style="list-style-type: none"> • PPN Implementation Committees to provide report (including attendance registers) to PPN TWG upon completion of college workshops | |
| 7. | Plan for Employees consultation regarding matching and placement outcomes developed and communicated with all management. | May - June 2021 | <ul style="list-style-type: none"> • Implementation committee to facilitate effective consultation sessions with all employees regarding the matching and placement as it relates to the college structure. • Principles outlined in the procedure manual to be adhered and fully understood by management when dealing with employees consultation sessions. • Obtain written confirmation of consultation from employees via letter (template to be provided by PPN TWG) • College Implementation Committee to ensure signed electronic copies of confirmation letters are kept on employees files. • HRMA to prepare college submission for approval to migrate employees. • After approval, College HR / HRMA to implement matching and placement of employees on PERSAL at college level. | <ul style="list-style-type: none"> • College PPN Implementation Committee • College HR Teams • PPN TWG • HRMA Unit • OD Unit |

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| 8. | Establish numbers of unmatched Ministerial Employees identified for redeployment or upskilling. | May 2021 | <ul style="list-style-type: none"> Identify numbers of unmatched ministerial employees who require redeployment and effect accordingly. Identify upskilling required for unmatched employees and set mechanisms in place for upskilling. | <ul style="list-style-type: none"> College PPN Implementation Committee College HR Unit |
| 9. | Identify critical posts prioritised for recruitment and selection for placement by 31 March 2022 (or before if budget allows) and associated budget in line with the PPN allocation | July 2021 | <ul style="list-style-type: none"> Submit list of prioritised critical posts in line with approved budget required in 2021/2022 financial year to PPN TWG. Prepare HRMA documents for the recruitment and selection process related to prioritised critical posts. Prepare and submit request to advertised posts via TVET Finance Unit for approval to proceed with advertisements. Advertisement of identified funded critical posts associated with adjusted allocated budget in line with the PPN allocation and Departmental Delegations Interview processes completed in line with Departmental policy and procedure. Appointment of successful candidate(s) in line with Departmental policy and procedures. | <ul style="list-style-type: none"> College PPN Implementation Committees PPN TWG HRMA Unit |

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| 10. | Recruitment to existing vacant and funded posts in line with PPN model allocation | Ongoing | <ul style="list-style-type: none">• Implement recruitment policy and procedure to existing vacant and funded posts in line with moratorium circulars (30 & 40 of 2020), model allocation, standardised structure, and delegations, where budget allows for this. | <ul style="list-style-type: none">• College PPN Implementation Committee• College HR Team• HRMA Unit |