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**Department:
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CIRCULAR NO. HRP3 OF 2011

**TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND
GOVERNMENT COMPONENTS**

**AMENDMENTS TO THE DIRECTIVE ON THE VERIFICATION OF PUBLIC SERVICE
EMPLOYEES' QUALIFICATIONS BY THE SOUTH AFRICAN QUALIFICATIONS
AUTHORITY**

1. The Minister for Public Service and Administration has approved the amendments to the 'Directive on the Verification of Public Service Employees' Qualifications by the South African Qualifications Authority' (SAQA).
2. In terms of the Directive, departments are requested to undertake the verification of Public Service employees' qualifications with SAQA with a view to reaching the following objectives:
 - a) To assist in improving the reliability of PERSAL data and complement the efforts already undertaken by the HR Connect programme in this regard.
 - b) To establish a comprehensive and reliable aggregated database of the qualifications of public service employees. It is foreseen that the database will be utilized to promote more effective planning and decision-making within Departments.
3. The Directive makes provision for Departments to use SAQA's verification services with regards to:
 - a) Bulk verification of existing employees' qualifications.
 - b) Verification of qualifications of prospective employees.
 - c) Evaluation of foreign qualifications.
 - d) Verification of qualifications for high level appointments.

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tsa Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

4. The Directive further stipulates 30 April 2010 as the deadline for completion of the bulk verifications of qualifications by departments.
5. However, a report provided by SAQA for the period up to 15 October 2010, indicates that only a few departments have completed the bulk verifications.
6. In view of the above, section 7 and Annexure A of the Directive on the verification of Public Service employees' qualifications by SAQA has been amended as follows:
Section 7: Submission of qualification records of existing employees for bulk verification by 30 April 2011.

- Departments were originally requested to submit the records of existing employees for bulk verifications to SAQA by 30 April 2010. The deadline for submission has been extended to 30 April 2011 to afford departments which were unable to submit to do so.

Annexure A: 2- Costing

- The costs involved will be carried by individual Departments. Departments are urged to comply with the PFMA when settling the verifications costs and make payments on time (preferably within 30 days of invoicing by SAQA).


DIRECTOR-GENERAL

DATE: 28/02/2011