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TO: ALL HEADS OF DEPARTMENT AND PROVINCIAL ADMINISTRATIONS

RE: IMPLEMENTATION OF COMPULSORY INDUCTION PROGRAMME

1. BACKGROUND

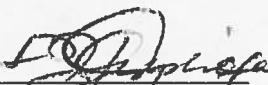
- 1.1. In October 2012, the Minister for the Public Service and Administration issued a Directive on the Implementation of the Compulsory Induction Programme (CIP) as part of Resolution 1 of 2012 of the Public Service Coordinating Bargaining Council (PSCBC). The Directive compels all employees who entered Public Service employment for the first time after 01 July 2012 to enrol and complete a one (1) year Compulsory Induction Programme (CIP). The Directive further states that, in order to be eligible for confirmation of probation, an employee must have successfully completed Module 1 of the CIP, within six months of his/her appointment and must have successfully completed the entire programme (five remaining modules) to be eligible for pay progression. The employee has twenty-four (24) months to complete the entire programme.
- 1.2. Several challenges with implementation have since been experienced by various departments resulting in newly appointed employees not being able to enrol and complete the necessary modules of the CIP within the mandatory period; and therefore their probation not being confirmed.
- 1.3. In terms of Section 12 of the Directive on Compulsory Induction Programme, as amended, the alternative mechanisms in section 2 below are being introduced to deal with the challenges relating to the implementation of the Directive on Compulsory Induction Programme.

2. CONFIRMATION OF PROBATION

- 2.1. Departments are advised that an amendment has been made to Persal which, if necessary enables confirmation of probation for a qualifying employee without the completion and capturing of Module 1 of Compulsory Induction Programme.
- 2.2. This provision is only applicable to employees who have exceeded the mandatory period of probation, and have complied with all other requirements for confirmation of probation, except for the CIP.
- 2.3. The same employees will still be expected to enrol and complete CIP within a period of twenty-four (24) months not exceeding 31 March 2017.
- 2.4. All other employees are still expected to comply with the Directive on Compulsory Induction Programme of 31 October 2012.
- 2.5. An audit trail indicating the number of employees whose probation was confirmed without fulfilling the requirements for the Directive will be kept by Persal until such time that the concerned employee has successfully completed the programme.

3. PAY PROGRESSION

- 3.1. The twenty-four (24) month pay progression cycle for first time participants remains unaffected. In line with the revised incentive policy framework and with due consideration to the performance cycle and the qualifying criteria, first time participants will only qualify for pay progression after the completion of twenty-four (24) months (two full financial year cycle).


Mr. Mashwahle Diphofa
Director-General

2015/07/17