



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO ALL HEADS OF DEPARTMENT

SUBMISSION OF RELEVANT LISTS OF QUALIFICATIONS AS PER RESOLUTION 5 OF 2014 OF THE GPSSBC

1. INTRODUCTION

- 1.1 In July 2012 parties in the Public Service Coordinating Bargaining Council (PSCBC) concluded Resolution 1 of 2012. In terms of Section 7 of this Resolution, the employer undertakes to award a once-off cash bonus in recognition of an employee's attainment of an improved qualification relating to the employee's scope of work and such attainment enhances the employee's performance and therefore, improved service delivery.
- 1.2 To give effect to the PSCBC Resolution 1 of 2012, parties in General Public Service Sector Coordinating Bargaining Council (GPSSBC) concluded Resolution 5 of 2014 on 19 August 2014 to provide implementation mechanisms and parameters for Section 7 the PSCBC Resolution 1 of 2012.
- 1.3 Paragraph 6 of the GPSSBC Resolution 5 of 2014 requests departments to define qualifications which are relevant and or related to their respective areas of work, consult those qualifications with Labour in the respective Chambers, and then seek the concurrence of the DPSA on the definition of those qualifications before they are published.
- 1.4 Consistent with Paragraph 6 of the GPSSBC Resolution 5 of 2014, some departments defined qualifications related to their respective areas of work and submitted to the DPSA for concurrence. Regrettably, there were challenges with those lists of qualifications which made it impossible for the DPSA to process the requests and make a decision on whether to concur with the lists or not. Some of those challenges are as follows:
 - a. Most, if not all, of the submissions were not signed by the respective Heads of Departments.
 - b. It was not indicated anywhere on the submissions that Labour was consulted as per the provisions of the GPSSBC Resolution 5 of 2014.
 - c. In some submissions no job titles were specified for the qualifications that were listed.
 - d. The minimum requirements for appointment to certain positions were not always specified.
 - e. There was difficulty in ascertaining whether the listed qualifications were registered on the National Qualifications Framework (NQF) or not.

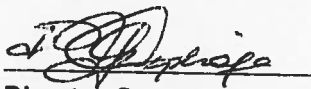
Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeltso tsa Mmuso le Tsamaiso . uMnyango weniSebenzi kafulumeni nokuPhata

Mubasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tša Mmušo . Ndizawulo ya Vutirela-Mfuno na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente nolawulo . UmNyango weniSebenzi kaRhulumente nokuPhata

- f. In some cases only the NQF level, and not specific qualifications, is indicated as a minimum required qualification.
 - g. The inclusion of Senior Management Service (SMS) jobs in some lists even though SMS falls outside the scope of the collective agreement.
 - h. Some departments indicated qualification types such as National Certificate or Diploma or Bachelor's Degree or even broad fields of study and not specific registered qualifications with requisite titles.
- 1.5 As a result of these challenges the DPSA realises that there is a need to improve the quality of submissions by specifying exactly the information required in the departmental lists of relevant qualifications. There is also a need to achieve some standardisation in the structure of submissions, which was not achieved with the submissions made.
- 1.6 As regrettable as this may be, departments are requested to submit or resubmit, in case they have already submitted, their lists of qualifications to the DPSA on the template provided **[Annexure 1]** by 30 September 2016. Submitting on this template will ensure that all the required information is included and that all submissions are uniform and can be processed expediently.
- 1.7 Please accept our apologies for any inconvenience caused, especially to the departments that have already submitted, but we are confident that this approach will help us make progress in implementing these important collective agreements, for the benefit of both the employer and the employees.

Kind Regards



Director-General

Date: 14/07/2016

List of Improved Qualifications Department:											
Occupation /Core Code	Job/Post	Salary Level	Minimum Requirements for Appointment to the Post	NQF Level	Qualification Title	NQF Level	Qualification ID	Improved Qualifications			Expiry Date
								Qualification Type	Sub-Field of Study	Credit Value	
A2000000	Messengers, Porters and Deliverers	5	Grade 10	2	Any Registered Qualification above NQF Level 2	3+				120	
A1020000	Cleaners in offices, workshops, hospitals etc.	6	ABET Level 4 Grade 9	1	Any Registered Qualification above NQF Level 1	2+				120	
B1010100	Secretaries and other keyboard operating clerks	6	Diploma	5	National Diploma: Public Administration	6	67460	Advanced Certificate	Public Administration	240	2018-06-30
C6010303	Middle Manager: Finance and Economics Related	11	National Diploma/Three year Degree	6	Bachelor of Commerce	7	90509	National First Degree	Business, Commerce and Management Studies	370	2018-06-30
C6010304	Middle Manager: Legal related	11	National Diploma/Three year Degree	6	Bachelor of Laws	7	22993	National First Degree	Law, Military Science and Security	480	2018-06-30

Approval	
Labour	Head of Department

Please Note: The five entries are just an example to provide guidance to departments on how the template has to be populated.