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CIRCULAR NO 39 of 2022

TO: HEADS OF ALL DEPARTMENTS, PROVINCIAL ADMINISTRATIONS AND GOVERNMENT COMPONENTS

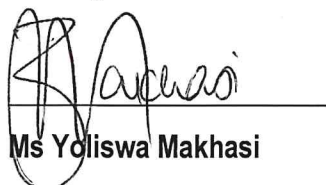
REVISED HR PLANNING ASSESSMENT TEMPLATE

1. As per Circular No 7 of 2021 issued to all departments, it was communicated that the revised HRP Assessment Template will be formally issued once the pilot phase is completed. The draft assessment template was piloted with Offices of the Premiers as the end-users of the instrument. Following the completion of the pilot of the draft HR Planning Assessment Template within the 2021/2022 cycle, the HR Planning Assessment Template (HRPT) has been revised and approved to be utilised for analysis and assessment of approved HR Plans and Annual HRP Implementation Reports submitted by departments. The structure of the assessment instrument has not changed and the changes that have been effected to indicator statements are self-explanatory.
2. As per the requirements of 2021 HRP Directive, the HR Plans of national departments will be assessed by the DPSA, while Offices of the Premiers (OTPs) are responsible for assessing provincial departments' HR Plans and HR Planning Implementation Reports using the prescribed HRP Assessment Template (HRPAT). The aim of conducting assessments is to provide developmental and constructive feedback to departments, to also ensure that the HR Planning process as contained in the HR Planning Guideline and Templates is properly

considered in the planning process of the respective departments. The assessment also aims to focus on:

- ✓ Development and implementation of the HR Planning methodology in the Public Service.
 - ✓ Provide a platform for the analysis and assessment of both HR Plans and HR Planning Implementation Reports.
 - ✓ Achievement of results over the assessment period and around strategic matters and/or efficiency matters.
 - ✓ Identification of trends within the Public Service over the assessment period.
 - ✓ Localizing the analysis and reporting on HR Plans and Implementation Reports in provinces whilst being, efficient and resource lean, which would subsequently lead to a sustainable maturity model for HR Planning.
3. In addition to what the HRP Guideline provides, the HRP Assessment Template should be seen as having a direct link to the HR Planning methodology and the HR Planning Templates. The HRP Assessment Template remains a developmental tool and taking into consideration that the implementation of the new revised HR Planning documents is still in the early stages, it is noted that departments might need significant time to refine their processes and systems in order to align them to the new approach.
4. The HR Planning Assessment Template is therefore, approved for implementation with effect from the 2022/2023 cycle. The electronic copy of the HRP Assessment Template (2022) is available on the webpage of the Department of Public Service and Administration.
5. Your assistance in this regard will be appreciated.

Kind regards



Ms Yoliswa Makhasi

Director-General

Date: 04/08/2022