

ANNEXURE D
OCCUPATION SPECIFIC DISPENSTION (OSD)

**CHILD AND YOUTH CARE
WORKER (INSTITUTIONS)**



GLOSSARY OF TERMS

Competencies	The specific, knowledge, skills judgment and personal attributes required for an employee in the social service professions and occupations to practice efficient, effective, safely and ethically in a designated job and setting. The designated ability to integrate the knowledge skills and attributes required for such performance.
CYC	The relevant salary for the occupation child and youth care worker
Experiential competencies	Relates to an employees capacity to meet the job requirements in terms of the number of years appropriate experience after obtaining the required qualification.
Functional	The technical expertise and knowledge required for an employee in the social service professions and occupations to perform the prescribed functions of the specific post.
Generic	General (transversal) competencies that apply to the majority of staff that renders services in the social service professions and occupations.
Grade (level)	A higher work level, with advanced duties which requires more advanced competencies (at production level) which can be reached by means of grade progression.
Grade 1 & 2	The relevant grades within one particular specified post.
Grade progression	Grade progression is progression to the higher production level, against the production level post, as and when the employee complies with the stipulated criteria. Grade progression is not dependant on a vacancy or subject to the principle of open competition.
Post (level)	A higher work level, with distinct duties (leader/supervisory duties) which can be reached by means of appointment to the post.

OCCUPATIONAL SPECIFIC DISPENSATION

CHILD AND YOUTH CARE WORKER (INSTITUTIONS)

Effective date of Dispensation: 1 April 2008

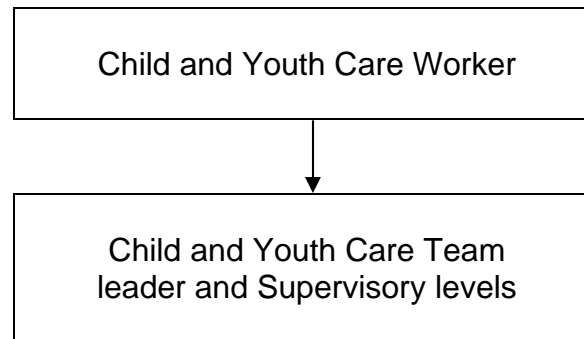
1. SCOPE OF APPLICABILITY

This dispensation is applicable to Child and Youth Workers who are appointed in terms of the Public Service Act, 1994 and the Correctional Service Act, 1998.

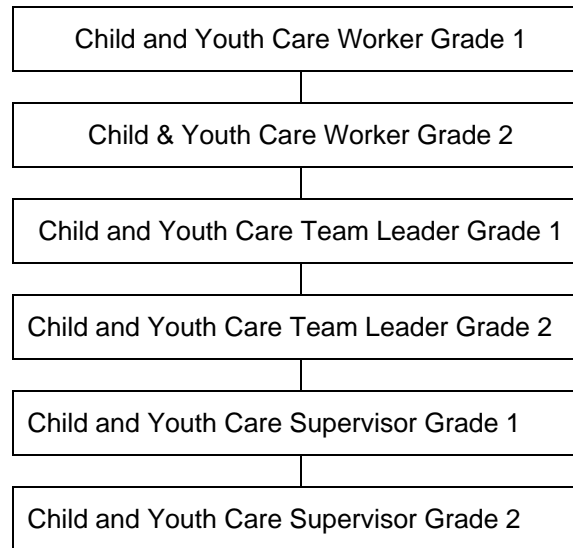
2. SCOPE / DESCRIPTION OF OCCUPATION

Render care and developmental life space work of a routine nature to children and youth in need of care/ in conflict with the law.

3. EXPOSITION OF WORK STREAMS AND LEVELS PROVIDED FOR IN THE DISPENSATION



3.1 Child and Youth Care Worker & Supervisory levels



4. GRADES AND SALARY STRUCTURE

NO.	JOB TITLE	JOB PRUPOSE (SHORT DESCRIPTION)	EQUATE LEVEL	SALARY SCALE ATTACHED AS APPENDIX1	POST CLASS/ RANK CODE	JOB TITLE CODE
1	Child and Youth Care Worker Grade 1	To render care and developmental life space work of a routine nature to children and youth in need of care/in conflict with the law.	4	CYC – A1	Child and Youth Care Worker – employees on the 2 production grades (job codes) are kept in service against this post <u>82390</u>	82390
2	Child and Youth Care Worker Grade 2	To render care and developmental life space work of a routine nature to children and youth in need of care/in conflict with the law.	4	CYC – A2		82391
3	Child and Youth Care Team Leader Grade 1	To render care and development life space work of a routine nature to children and youth in need of care/in conflict with the law.	5	CYC – A3	Child and Youth Care Team Leader – employees on the 2 team leader grades (job	82400

NO.	JOB TITLE	JOB PRUPOSE (SHORT DESCRIPTION)	EQUATE LEVEL	SALARY SCALE ATTACHED AS APPENDIX1	POST CLASS/ RANK CODE	JOB TITLE CODE
4	Child and Youth Care Team Leader Grade 2	To render care and developmental life space work of a routine nature to children and youth in need of care / in conflict with the law.	5	CYC – A4	codes) are kept in service against this post 82400	82401
5	Child and Youth Care Supervisor Grade 1	To supervise the care and development of children placed within a care facility to enhance their well being.	7	CYC – A5	Child and Youth Care Supervisor – employees on the 2 supervisory grades (job codes) are kept in service against this post 82410	82410
6	Child and Youth Care Supervisor Grade 2	To supervise the care and development of children placed within a care facility to enhance their well being.	7	CYC – A6		82411

5. PRESCRIBED BENCHMARK JOB DESCRIPTIONS

	JOB TITLE	ATTACHED ANNEXURE
1	Child and Youth Care Worker Grade 1 and 2	A
2	Child and Youth Care Team Leader Grade 1 and 2	B
3	Child and Youth Care Supervisor Grade 1 and 2	C

6. APPOINTMENT REQUIREMENT FROM OUTSIDE THE PUBLIC SERVICE

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
1.	Child and Youth Care Worker Grade 1	Grade 12 qualification	None	1. Care and Development: Must be able to understand and provide care and development of children and youth.	1. Communication: Must be able to convey clear, simple and easy to understand messages/ information to children	None

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
				<p>2. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth.</p> <p>3. Administration: Must be able to perform administrative activities relating to the completion of log books, incidents reports, etc</p> <p>4. Role modelling: Must be able to identify, allocate and participate in practical activities to transfer skills to children and youth.</p> <p>5. Implementation of programs: Must be able to assist in the Implementation of planned programs and activities for children and youth on the basis of their identified developmental needs.</p> <p>6. Understanding of children's rights: Must be able to promote and uphold the rights of children and youth.</p> <p>7. Knowledge of rules and procedures: Must know the rules and procedures of the care centre.</p>	<p>and youth.</p> <p>2. Empathy: Must be able to respect and build positive relationships with children and youth.</p> <p>3. Trustworthiness: Must be able to build a relationship of trust with children and youth.</p> <p>4. Honesty: Must be principled and true to one self and others.</p> <p>5. Team work and collaboration: Must be able to work cooperatively with others and be part of a team.</p> <p>6. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care.</p>	

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
2.	Child and Youth Care Worker Grade 2	Grade 12 qualification	None	<ol style="list-style-type: none"> 1. Care and Development: Must be able to understand and provide care and development of children and youth. 2. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth. 3. Administration: Must be able to perform administrative activities relating to the completion of log books, incidents reports, etc 4. Role modelling: Must be able to identify, allocate and participate in practical activities to transfer skills to children and youth. 5. Implementation of programs: Must be able to assist in the Implementation of planned programs and activities for children and youth on the basis of their identified developmental needs. 6. Understanding of children's rights: Must be able to promote and uphold the rights of children and youth. 	<ol style="list-style-type: none"> 1. Communication: Must be able to convey clear, simple and easy to understand messages/ information to children and youth. 2. Empathy: Must be able to respect and build positive relationships with children and youth. 3. Trustworthiness: Must be able to build a relationship of trust with children and youth. 4. Honesty: Must be principled and true to one self and others. 5. Team work and collaboration: Must be able to work cooperatively with others and be part of a team. 6. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care. 	A minimum of 10 years appropriate experience after obtaining the required qualification.

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
				7. Knowledge of rules and procedures: Must know the rules and procedures of the care centre.		
3.	Child and Youth Care Team Leader Grade 1	Grade 12 qualification	None	<p>1. Care and development: Must be able to understand, facilitate and supervise the care and development of children and youth</p> <p>2. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth and ensure that these needs are protected and maintained.</p> <p>3. Creating a Stimulating environment: Must be able to create a caring and stimulating environment for children and youth.</p> <p>4. Monitoring and Evaluation: Must be able to track progress in the implementation of the recommended developmental programs.</p> <p>5. Knowledge of developmental interventions: Must be able to participate in the</p>	<p>1. Team work and collaboration: Must be able to work cooperatively with others.</p> <p>2. Trustworthiness: Must be able to build a positive relationship of trust with children, youth and colleagues.</p> <p>3. Ethics: Must be able to display good ethical and moral conduct.</p> <p>4. Developing others: Must be able to mentor, coach and provide continuous support, guidance and advice to child and youth care workers</p> <p>5. Interpersonal skills: Must be able to maintain a healthy interpersonal relationship with others.</p> <p>6. People management: Must be able to manage the performance and conduct of others.</p> <p>7. Communication: Must be able to convey clear messages/ information and write clear</p>	A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
				<p>identification of further developmental interventions.</p> <p>6. Knowledge of the child care act: Must understand and be able to implement the child care act.</p> <p>7. Knowledge of rules and procedures: Must know and understand the rules and procedures of the care centre.</p>	<p>documentation including reports.</p> <p>8. Problem solving: Must be able to solve problems and analyse situations.</p> <p>9. Planning and organising: Must be able to plan and organise own work and work of others.</p> <p>10. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care.</p> <p>11. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>12. Continuous improvement: Must keep up to date with new developments in the child and youth care field.</p> <p>13. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions</p>	
4.	Child and Youth Care Team Leader Grade 2	Grade 12 qualification	None	1. Care and development: Must be able to	1. Team work and collaboration: Must be	Grade not to be used for advertisement and

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
				<p>understand, facilitate and supervise the care and development of children and youth</p> <p>2. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth and ensure that these needs are protected and maintained.</p> <p>3. Creating a Stimulating environment: Must be able to create a caring and stimulating environment for children and youth.</p> <p>4. Monitoring and Evaluation: Must be able to track progress in the implementation of the recommended developmental programs.</p> <p>5. Knowledge of developmental interventions: Must be able to participate in the identification of further developmental interventions.</p> <p>6. Knowledge of the child care act: Must understand and be able to implement the child care act.</p>	<p>able to work cooperatively with others.</p> <p>2. Trustworthiness: Must be able to build a positive relationship of trust with children, youth and colleagues.</p> <p>3. Ethics: Must be able to display good ethical and moral conduct.</p> <p>4. Developing others: Must be able to mentor, coach and provide continuous support, guidance and advice to child and youth care workers</p> <p>5. Interpersonal skills: Must be able to maintain a healthy interpersonal relationship with others.</p> <p>6. People management: Must be able to manage the performance and conduct of others.</p> <p>7. Communication: Must be able to convey clear messages/ information and write clear documentation including reports.</p> <p>8. Problem solving: Must be able to solve problems and analyse situations.</p> <p>9. Planning and organising: Must be able</p>	<p>appointment purposes.</p>

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
				7. Knowledge of rules and procedures: Must know and understand the rules and procedures of the care centre.	<p>to plan and organise own work and work of others.</p> <p>10. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care.</p> <p>11. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>12. Continuous improvement: Must keep up to date with new developments in the child and youth care field.</p> <p>13. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions</p>	
5.	Child and Youth Care Supervisor Grade 1	Grade 12 qualification	None	<p>1. Inspection: Must be able to undertake inspections during shifts and report on incidents and problems identified.</p> <p>2. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual,</p>	<p>1. Knowledge of rules and procedures: Must know and understand the rules and procedures of the care centre.</p> <p>2. Valuing diversity: Must be able to understand, respect and relate well to people of diverse</p>	A minimum of 10 years appropriate experience in child and youth care work after obtaining the required qualification.

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
				<p>cognitive and social needs of children and youth and ensure that these needs are protected and maintained.</p> <p>3. Knowledge of developmental interventions: Must be able to participate in the identification of further developmental interventions.</p> <p>4. Monitoring and evaluation: Must be able to monitor and participate in the evaluation of the implementation of the recommended developmental programs.</p> <p>5. Knowledge of the child care act: Must understand and be able to implement the child care act.</p>	<p>backgrounds</p> <p>3. Initiative: Must be able and willing to assist with other responsibilities including care of children as the need arises.</p> <p>4. Trustworthiness: Must be able to build a positive relationship of trust at all levels through reliability and authenticity.</p> <p>5. Developing others: Must be able to coach and foster long term learning or development of others (supervisors and child and youth care workers)</p> <p>6. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions.</p> <p>7. Communication: Must be able to convey clear messages, write clear documentations and adapt communication content to be relevant to the recipient.</p> <p>8. Ethics: Must display and build the highest standard of ethical and moral conduct.</p> <p>9. Team leadership: Must</p>	

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
					<p>be able to build productive teams in order to achieve the required outputs.</p> <p>10. Problem solving: Must be able to solve problems and analyse situations.</p> <p>11. Planning and Organising: Must be able to plan and organise the work of a group of child and youth care workers.</p> <p>12. People management: Must be able to manage the performance of employees (supervisors and child and youth care workers).</p> <p>13. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>14. Continuous improvement: Must keep up to date with new developments in the child and youth care field.</p>	
6.	Child and Youth Care Supervisor Grade 2	Grade 12 qualification	None	1. Inspection: Must be able to undertake inspections during shifts and report on incidents and problems identified.	1. Knowledge of rules and procedures: Must know and understand the rules and procedures of the care centre.	Grade not to use for advertisement and appointment purposes.

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
				<p>2. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth and ensure that these needs are protected and maintained.</p> <p>3. Knowledge of developmental interventions: Must be able to participate in the identification of further developmental interventions.</p> <p>4. Monitoring and evaluation: Must be able to monitor and participate in the evaluation of the implementation of the recommended developmental programs.</p> <p>5. Knowledge of the child care act: Must understand and be able to implement the child care act.</p>	<p>2. Valuing diversity: Must be able to understand, respect and relate well to people of diverse backgrounds</p> <p>3. Initiative: Must be able and willing to assist with other responsibilities including care of children as the need arises.</p> <p>4. Trustworthiness: Must be able to build a positive relationship of trust at all levels through reliability and authenticity.</p> <p>5. Developing others: Must be able to coach and foster long term learning or development of others (supervisors and child and youth care workers)</p> <p>6. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions.</p> <p>7. Communication: Must be able to convey clear messages, write clear documentations and adapt communication content to be relevant to the recipient.</p> <p>8. Ethics: Must display and</p>	

NO.	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES (defined according to increasing level of proficiency)		EXPERIENTIAL COMPETENCY
				FUNTIONAL	GENERIC	
					<p>build the highest standard of ethical and moral conduct.</p> <p>9. Team leadership: Must be able to build productive teams in order to achieve the required outputs.</p> <p>10. Problem solving: Must be able to solve problems and analyse situations.</p> <p>11. Planning and Organising: Must be able to plan and organise the work of a group of child and youth care workers.</p> <p>12. People management: Must be able to manage the performance of employees (supervisors and child and youth care workers).</p> <p>13. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>14. Continuous improvement: Must keep up to date with new developments in the child and youth care field.</p>	

7. SALARY RECOGNITION FOR APPROPRIATE XPERIENCE ON APPOINTMENT

Only full years experience, as on 31 March of the year preceding the date of appointment, are recognised for salary purposes.

No.	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	NOTCH ON SCALE
CHILD AND YOUTH CARE WORKER				
1	Child and Youth Care Worker Grade 1	CYC – A1	Less than 3 years' appropriate/recognisable Child and Youth Care experience after obtaining the required qualification.	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after obtaining the required qualification.	2 nd
			5 Years' or more, but less than 7 years' appropriate/recognisable experience after obtaining the required qualification	3 rd
			7 Years' or more, but less than 9 years' appropriate/recognisable experience after obtaining the required qualification	4 th
			9 Years' or more, but less than 10 years' appropriate/recognisable experience after obtaining the required qualification	5 th
2	Child and Youth Care Worker Grade 2	CYC – A2	11 Years' or more, but less than 13 years', appropriate/recognisable experience after obtaining the required qualification.	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after obtaining the required qualification.	2 nd
			15 Years' or more, but less than 17 years' appropriate/recognisable experience after obtaining the required qualification	3 rd
			17 Years' or more, but less than 19 years' appropriate/recognisable experience after obtaining the required qualification	4 th
			19 Years' or more appropriate/recognisable experience after obtaining the required qualification	5 th

No.	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	NOTCH ON SCALE
CHILD AND YOUTH CARE TEAM LEADER				
3	Child and Youth Care Team Leader Grade 1	CYC – A3	Less than 3 years' appropriate/recognisable Child and Youth Care experience after obtaining the required qualification.	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after obtaining the required qualification.	2 nd
			5 Years' or more, but less than 7 years' appropriate/recognisable experience after obtaining the required qualification	3 rd
			7 Years' or more, but less than 9 years' appropriate/recognisable experience after obtaining the required qualification	4 th
			9 Years' or more, but less than 10 years' appropriate/recognisable experience after obtaining the required qualification	5 th
4	Child and Youth Care Team Leader Grade 2	CYC – A4	11 Years' or more, but less than 13 years', appropriate/recognisable experience after obtaining the required qualification.	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after obtaining the required qualification.	2 nd
			15 Years' or more, but less than 17 years' appropriate/recognisable experience after obtaining the required qualification	3 rd
			17 Years' or more, but less than 19 years' appropriate/recognisable experience after obtaining the required qualification	4 th
			19 Years' or more, but less than 20 years' appropriate/recognisable experience after obtaining the required qualification	5 th
			21 Years' or more appropriate/recognisable experience after obtaining the required qualification	6 th

NO.	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	NOTCH ON SCALE
CHILD AND YOUTH CARE SUPERVISOR				
5	Child and Youth Care Supervisor Grade 1	CYC – A5	Less than 3 years' appropriate/recognisable Child and Youth Care experience after obtaining the required qualification.	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after obtaining the required qualification.	2 nd
			5 Years' or more, but less than 7 years' appropriate/recognisable experience after obtaining the required qualification	3 rd
			7 Years' or more, but less than 9 years' appropriate/recognisable experience after obtaining the required qualification	4 th
			9 Years' or more, but less than 10 years' appropriate/recognisable experience after obtaining the required qualification	5 th

8. POST AND ORGANISATIONAL ESTABLISHMENT ARRANGEMENTS

NO.	JOB TITLE	INDICATORS
CHILD AND YOUTH CARE		
1	Child and Youth Care Worker Grade 1 and 2	<input type="checkbox"/> Child and Youth Care Worker Grade 1 and 2 constitute production levels. <input type="checkbox"/> Only posts of Child and Youth Care Worker are created on departments, establishments. <input type="checkbox"/> Child and Youth Care Worker with the ranks of Child and Youth Care Worker Grade 1 and 2 are kept in service against posts of Child and Youth Care Worker.
2	Child and Youth Care Team Leader Grade 1 and 2	<input type="checkbox"/> Only posts of Child and Youth Care Team Leader are created on departments' establishments. <input type="checkbox"/> Child and Youth Care Team Leader with the ranks of Child and Youth Care Team Leader Grade 1 and 2 constitute production levels. <input type="checkbox"/> Child and Youth Care Team Leader with the ranks of Child and Youth Care Team Leader Grade 1 and 2 are kept in service against posts of Child and Youth Care Team Leader.

3	Child and Youth Care Supervisor Grade 1 and 2	<input type="checkbox"/> Only posts of Child and Youth Care Supervisor are created on departments' establishments. <input type="checkbox"/> Child and Youth Care Supervisor with the ranks of Child and Youth Care Supervisor Grade 1 and 2 constitute supervisory levels. <input type="checkbox"/> Child and Youth Care Supervisor with the ranks of Child and Youth Care Supervisor Grade 1 and 2 are kept in service against posts of Child and Youth Care Supervisor.
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9. NATURAL CAREER PATH WITHIN THE OCCUPATION

NO.	CATEGORY	JOB LEVELS/OCCUPATIONS
1	Child and Youth Care Worker	<input type="checkbox"/> Child and Youth Care Worker Grade 1 <input type="checkbox"/> Child and Youth Care Worker Grade 2
2	Child and Youth Care Team Leader	<input type="checkbox"/> Child and Youth Care Team Leader Grade 1 <input type="checkbox"/> Child and Youth Care Team Leader Grade 2
3	Child and Youth Care Supervisor	<input type="checkbox"/> Child and Youth Care Supervisor Grade 1 <input type="checkbox"/> Child and Youth Care Supervisor Grade 2

10. REQUIREMENTS FOR PROMOTION TO HIGHER JOB LEVELS (GRADE PROGRESSION) OR TO HIGHER VACANT POSTS (POST PROMOTION)

NO.	JOB LEVEL		PROGRESSION/ APPOINTMENT	CRITERIA
	FROM	TO		
1.		Child and Youth Care Worker Grade 1	Appointment in vacant post	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6.
2.	Child and Youth Care Worker Grade 1	Child and Youth Care Worker Grade 2	Grade progression Grade progression shall become effective from 1 April	Compliance with the educational qualifications, statutory requirements and competencies for the job level as contained in item 6 as well as the following experiential competency : Above Average Performance (Outstanding performance and

NO.	JOB LEVEL		PROGRESSION/ APPOINTMENT	CRITERIA
	FROM	TO		
			following the date on which the official met all requirements	<p>Performance Significantly Above Expectations) for grade progression purposes: At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments OR A combined total of 5 years actual service and appropriate post-registration experience, with at least 4 annual Above Average Performance assessments</p> <p>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes: At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 10 years actual service and appropriate post-registration experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p>
3.		Child and Youth Care Worker Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post
4.		Child and Youth Care Team Leader Grade 1	Appointment in vacant post	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6.
5.	Child and Youth Care Team Leader Grade 1	Child and Youth Care Team Leader Grade 2	Grade progression Grade progression shall become effective from 1 April following the date on which the official met all requirements	<p>Compliance with the educational qualifications, statutory requirements and competencies for the job level as contained in item 6 as well as the following experiential competency:</p> <p>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes: At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments</p>

NO.	JOB LEVEL		PROGRESSION/ APPOINTMENT	CRITERIA
	FROM	TO		
				<p>OR</p> <p>A combined total of 12 years actual service and appropriate post-registration experience, with at least 4 annual Above Average Performance assessments</p> <p><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p> <p>OR</p> <p>A combined total of 17 years actual service and appropriate post-registration experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p>
6.		Child and Youth Care Team Leader Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post
7.		Child and Youth Care Supervisor Grade 1	Appointment in vacant post	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6.
8.	Child and Youth Care Supervisor Grade 1	Child and Youth Care Supervisor Grade 2	<p>Grade progression</p> <p>Grade progression shall become effective from 1 April following the date on which the official met all requirements</p>	<p>Compliance with the educational qualifications, statutory requirements and competencies for the job level as contained in item 6 as well as the following experiential competency:</p> <p><u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments</p> <p><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 1, with at least</p>

NO.	JOB LEVEL		PROGRESSION/ APPOINTMENT	CRITERIA
	FROM	TO		
				a combination of 10 annual assessments of Satisfactory and/or Above Average Performance

NORM FOR PERFORMANCE CATEGORIES

The following guideline, based on the statistical normal distribution curve principles, may be utilised to determine the number of employees that may be allocated the indicated performance categories. In terms of this normal distribution, about 25 percent of employees may generally perform at a level above performance fully effective (and slightly above expectations).

Performance Category	Total Score	The following % of staff should normally fall in this category
Unacceptable performance	69% and lower	3%
Performance not fully effective	70% - 99%	7%
Performance fully effective (and slightly above expectations)	100% - 114%	65%
Performance Significantly Above Expectations	115% - 129%	15%
	130% - 149%	7%
Outstanding Performance	150% - 167%	3%

10. TRAINING AND DEVELOPMENT

As determined by departments based on their service delivery obligations.

11. OTHER CONDITIONS OF SERVICE

As determined by the Minister for the Public Service and Administration and conveyed to departments.

13. AMENDMENT CONTROL SHEET

NO.	ITEM AND DESCRIPTION OF AMENDMENT	EFFECTIVE DATE OF AMENDMENT
1		
2		
3		
4		
5		