



Reference: 20210823-5192  
File no.: 3/3/2/3  
Enquiries: Call Centre

To: Principals of public schools, Circuit Managers, District Directors and Governing Bodies

Dear Colleagues

**Subject: Permanent appointment of Post Level 1 educators within the Western Cape Education Department (WCED)**

Education Labour Relations Council (ELRC) Collective Agreement 4 of 2018: *The appointment and conversion of temporary educators to posts on the educator establishment*, dated 25 September 2018, as well as WCED Circular 0005/2019: *Permanent appointment of newly qualified educators in terms of section 6(a) of the Employment of Educators' Act*, dated 05 January 2019 and Circular 0020/2020: *Conversion of the employment of Post Level 1 educators from temporary to permanent in terms of section 6(b) of the Employment of Educators' Act*, dated 23 July 2020, refers.

In line with the provision cited above, the Directorate: Recruitment and Selection embarked on a project to convert the employment status of qualifying contract educators from temporary to permanent employment. The request yielded lower than expected applications for conversions. Currently, almost 6 000 teachers are appointed on contract in vacant substantive posts. This constitutes 20% of teacher appointees, which is not an acceptable situation. It contributes to instability, increases administrative processes from school to Head Office levels and does not provide a sense of job security for those affected.

In support of the department's vision of quality education for every child, in every classroom, in every school in our province, schools MUST ensure that the majority of qualified post level 1 educators employed at schools on a contract basis are employed in a permanent basis with effect from 01 January 2022. An acceptable rate of educators on contract is less than 5%.

In contribution to youth employment, the WCED set a target to attract newly qualified educators for appointment on an annual basis, inclusive of Funza Lushaka graduates.

To reduce the number of contract appointments, the nomination documents for qualifying post level 1 educators MUST be submitted to the Directorate: Recruitment and Selection

1 North Wharf Square, 2 Lower Loop Street,  
Foreshore, Cape Town, 8001  
Tel: +27 21 467 2000 Fax: +27 21 483 7658

Private Bag X9114, Cape Town, 8000  
Employment and salary enquiries: 0861 92 33 22  
Safe Schools: 0800 45 46 47  
[wcedonline.westerncape.gov.za](http://wcedonline.westerncape.gov.za)

by **30 September 2021** for processing. These documents can be submitted via email to [Recruitment.Institution@westerncape.gov.za](mailto:Recruitment.Institution@westerncape.gov.za). This process relates to both newly appointed educators and conversions of existing educators on contract.

Where schools fail to submit the documentation by the specified due date, an assessment of contract appointments will follow and permanent appointments will be confirmed at the discretion of the delegated authority, without the recommendation of the governing body, in line with section 6(b) of the Employment of Educators' Act, 1998 (Act 76 of 1998).

Where a post level 1 educator, employed on contract, is not suitably and/or professionally qualified, the school must advertise the post in line with Recruitment and Selection Minute 0003/2019: *Revised contract appointment process for institution-based educators*, dated 29 May 2019.

All documents referred to in this communication are attached as annexures.

Your support in this very important process is appreciated.

Kind regards

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2021-08-31