TO : ALL EMPLOYEES WITH DISABILITY

DPSA RESEARCH ON THE MOVEMENT OF PERSONS WITH DISABILITY IN THE PUBLIC SERVICE

1. The Department of Public Service and Administration (DPSA) is embarking on research to determine the reasons for the movement of employees with disability in the Public Service. This initiative was prompted by the perception from certain quarters within the disability sector and the Portfolio Committee on Public Service Administration that employees with disability are leaving the Public Service in large numbers.

2. For the purpose of the research, employees with disability are required to complete and return the attached questionnaire.

3. The completed questionnaire must be forwarded to DPSA for the attention of Mr Pule Morake via e-mail: Pule.Morake@dpsa.gov.za or Mr Tebogo Monye also via e-mail: tebogom@dpsa.gov.za and cc CDDM@dpsa.gov.za.

4. The co-operation of affected employees in this research is appreciated.

MR G N NGCOBO
GENERAL MANAGER : HR MANAGEMENT

DATE : 11/2/15
CIRCULAR

To: Heads of Human Resources, Provincial Departments

DPSA RESEARCH ON THE MOVEMENT OF PERSONS WITH DISABILITIES IN THE PUBLIC SERVICE

1. The Department of Public Service and Administration is embarking on research to determine the reasons for the movement of employees with disabilities in the public service. The initiative was prompted by concerns that employees with disabilities are leaving the public service in large numbers.

2. The number of persons with disabilities joining the public service is increasing but at a very slow pace, making it difficult for departments to achieve the 2% persons with disabilities required in line with a National Cabinet Resolution.

3. To establish the status quo the entire public service must be covered and the DPSA is relying on HR Units in departments to provide the information in this regard.

4. The DPSA plans to complete the collection of data by the end of January 2015 in order to finalise the draft report by the end of March 2015.

5. Please distribute the attached questionnaire to all employees with disabilities in your department and submit completed forms to Mr Tebogo Monye on email address TebogoM@dpsha.gov.za by 31 January 2015.

Your assistance would be greatly appreciated.

ADV K L JANSE VAN RENSBURG
SENIOR MANAGER: HUMAN RESOURCE POLICY & PRACTICES
DATE: 09-01-2015

Moving forward with speed, ensuring a better quality of life for all
Questionnaire for the study on the movement of persons with disabilities in the Public Service.

The DPSA is embarking on a research project to determine the reasons for the movement of employees with disabilities in the Public Service. The initiative was prompted by the perception from certain quarters within the disability sector and the Portfolio Committee on Public Service Administration that employees with disabilities are leaving the Public Service in large numbers.

The questionnaire is to be completed by employees with disabilities in the Public Service and the findings of the research will assist the DPSA to develop interventions/strategies to improve the representation of persons with disabilities in the Public Service. The completed questionnaire should be forwarded to the attention of Mr Pule Morake via e-mail: Pule.Morake@dpsa.gov.za or Mr Tebogo Monye also via e-mail: tebogom@dpsa.gov.za and cc CDDM@dpsa.gov.za

1. Biographical Information

<table>
<thead>
<tr>
<th>Race</th>
<th>Sex/Gender</th>
<th>Age Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>African</td>
<td>Male</td>
<td>20-34</td>
</tr>
<tr>
<td>Coloured</td>
<td>Female</td>
<td>35-49</td>
</tr>
<tr>
<td>Indian</td>
<td>Male</td>
<td>50-65</td>
</tr>
<tr>
<td>White</td>
<td>Female</td>
<td>65+</td>
</tr>
</tbody>
</table>

2. Please indicate the nature of your disability?

________________________________________________________________________
________________________________________________________________________

3. Please indicate the type of work related reasonable accommodation or assistive devices you require?

________________________________________________________________________
________________________________________________________________________

4. How long have you been employed in the Public Service?

________________________________________________________________________
5. At what level did you enter the Public Service?

6. How long have you been employed by your current department?

7. What is your current designation/position?

8. How long have you been employed in your current designation?

9. Have you attended any career related training in the past twelve months?
   Yes [ ] No [ ]

10. What is your highest level of qualification, (eg Grade Twelve (Matric), Certificate, Diploma, Degree etc)?

11. Have you obtained any financial assistance or bursary from the department for furthering your studies?
    Yes [ ] No [ ]

12. Do you have any intentions of leaving the Public Service in the near future?
    Yes [ ] No [ ]

13. If yes, what will be the reasons?
    ____________________________________________________________
    ____________________________________________________________
    ____________________________________________________________

14. If no, would you ever recommend the Public Service as an employer of choice to other persons with disabilities?
    Yes [ ] No [ ]
15. Can you mention one thing that can improve your productivity in your place of work?

________________________________________________________________________

________________________________________________________________________

16. Any obstacles that hinder your career development?

________________________________________________________________________

________________________________________________________________________

17. In your opinion why is the Public Service not meeting the 2% representation of persons with disabilities?

________________________________________________________________________

________________________________________________________________________

18. What should the Public Service do to address your opinion under 17 above?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

NB: YOUR COOPERATION IN THE COMPLETION OF THIS QUESTIONNAIRE IS APPRECIATED.