



kzn education

Department:  
Education  
KWAZULU-NATAL

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Reference:  
Inkomba:  
Verwysing:

Date:  
Usuku: 2010/04/16  
Datum:

**TO: SENIOR GENERAL MANAGERS  
GENERAL MANAGERS AND MANAGERS  
SUPERINTENDENTS OF EDUCATION: MANAGEMENT (SEMs)  
HEAD OF SECTIONS/COMPONENTS/ INSTITUTIONS**

### HRM CIRCULAR NO. 25 OF 2010

#### IMPLEMENTATION OF PROCEDURE DIRECTIVES ON THE EVALUATION AND RECOGNITION OF QUALIFICATIONS

1. Kindly note that approval has been granted for the implementation of the above-mentioned Manual, a copy of which is enclosed.
2. All processes relating to the Recognition of Qualifications must, from the date of approval, be in accordance with the provisions as contained in the Manual.
3. The contents of this circular must be brought to the attention of all employees.

R. CASSIUS LUBISI, PhD  
SUPERINTENDENT-GENERAL

DATE: 19/04/2010

*dedicated to service and performance  
beyond the call of duty.*

**KWAZULU-NATAL DEPARTMENT OF EDUCATION**

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## KWAZULU-NATAL DEPARTMENT OF EDUCATION

### PROCEDURE DIRECTIVES ON THE EVALUATIONS AND RECOGNITION OF QUALIFICATIONS

#### 1. INTRODUCTION

The continuous professional development of educators is recognised as essential in the provision of quality education. As such, all educators are encouraged to improve their professional and academic competences through the attainment of additional advanced qualifications. In recognition of such qualifications, provisions exist for the granting of financial benefits in accordance with the measures as contained in the Personnel Administration Measures (PAM) issued in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), as amended. These measures have to be implemented correctly in a fair and consistent manner. It is for this purpose that the procedure directives contained in this document are being issued.

#### 2. PURPOSE

The purpose of this document is to set out clear procedure directives for the effective and efficient implementation of the provisions relating to the evaluation and recognition of qualifications in respect of Educators.

#### 3. SCOPE OF APPLICABILITY

This document applies to all educators employed in the KwaZulu-Natal Department of Education and whose employment is in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), as amended.

#### 4. AUTHORISATION

The mandate for this Directive is found in the following prescripts and Policy Documents:

- Employment of Educators' Act, 1998 (Act 76 of 1998), as amended
- Personnel Administrative Measures (PAM)
- Government Gazette No. 21565, 22 September 2000
- The Criteria for the Recognition and Evaluation of Qualifications for Employment in Education based on the Norms and Standards for Educators
- Evaluation of Qualifications for Employment in education, 1999.

#### 5. CRITERIA FOR EVALUATION AND RECOGNITION OF QUALIFICATIONS

5.1. The criteria for the evaluation and recognition of qualifications are contained in the following documents :

- Government Gazette No. 21565, 22 September 2000
- Evaluation of Qualifications for Employment in education, 1999.

5.2. The evaluation and recognition of qualifications not covered in the aforesaid documents must be referred to the Provincial Evaluation Committee for a recommendation.

## 6. QUALIFICATION DOCUMENTATION

6.1. Recognition of qualifications must only be granted upon submission of the following documents which must be certified by the Head of Institution / Component:

- **the qualification certificate; and**
- **qualification transcript of academic records.**

## 7. BASIS FOR RECOGNITION

7.1. Only qualifications which has the effect where the REQV improves will qualify the educator for a financial benefit and the basis for recognition will be as follows:

- (a) Educators with REQV 10, 11 and 12  
If an educator (whether at entry level or higher) with REQV 10, 11 or 12 improves his/her educational qualifications which has the effect that his/her REQV improves to REQV 13, such educator's salary will adjust to the minimum notch of salary level 6
- (b) Educators with REQV 13  
If an educator with REQV 13 and at entry level improves his/her educational qualifications which has the effect that his/her REQV improves, such educator's salary will adjust to the minimum notch of salary level 7. However, in respect of educators already on a salary notch on Salary Level 7 or higher, only a qualification bonus is payable.
- (c) Educators at entry level on REQV 14 or higher  
If an educator with REQV 14 or higher improves his/her educational qualifications which has the effect that his/her REQV improves, such educator will only receive a qualification bonus.
- (d) Educators on promotion posts on REQV 13 or higher  
If an educator with REQV 13 or higher improves his/her educational qualifications which has the effect that his/her REQV improves, such educator will only receive a qualification bonus.
- (e) Qualification bonuses payable to educators in terms of these measures are calculated in all cases as 10% of the minimum notch of Salary Level 7. The qualification bonus must not be granted more than once for the same REQV improvement.

## 8. CONDITIONS FOR RECOGNITION

8.1. Qualifications will be recognized with effect from the date of the final (last) paper towards the award of the qualification or the date of appointment, whichever is the later. However, benefits arising from the evaluation and recognition of the qualification must be effected in accordance with the instructions as indicated hereunder :

(a) Recognition of qualification resulting in salary adjustment

In instances where the qualification documents are received within a period of 12 months, the salary must be adjusted with effect from the date of the final (last) paper towards the award of the qualification or the date of appointment, whichever is the later. In instances where the qualification documents are received after the period of 12 months, the salary must be adjusted with effect from the date on which the qualification was received by the HR Component of the relevant Service Centre .

(b) Recognition of qualification resulting in a qualification bonus

The qualification bonus is payable upon receipt of the relevant qualification documents and must be calculated on the salary notch applicable as at the date on which the qualification was obtained i.e. the date of the final (last) paper towards the award of the qualification or in accordance with Paragraphs 8.2.; 8.3. and 8.4. below.

- 8.2. An educator who has had a break in service and who is reappointed to the same or equivalent post, shall be re-appointed to the same salary position (or equivalent salary position) that he/she occupied before the break in service : Provided that if the educator has improved his/her REQV during the break in service which has the effect that a new salary band becomes applicable, the appointment shall be to the minimum of the new salary band or the same salary position occupied before, whichever is more beneficial to the educator. If such educator who has improved his/her REQV during his/her break in service is re-appointed to the same salary position occupied before the break in service, he/she will be entitled to a cash award. The qualification award payable must be calculated on the notch applicable as at the date on which the qualification was obtained.
- 8.3. An educator, who has had a break in service and who is reappointed to a lower post than the one he/she occupied before the break in service, shall be appointed to the highest applicable salary position which is lower than the salary position (or equivalent salary position) occupied by the educator before the break in service by at least the number of posts that the new post is lower than the post occupied before the break in service : Provided that if the educator has improved his/her REQV during the break in service which has the effect that a different salary band becomes applicable, the appointment shall be to the minimum of the applicable salary band or the same salary position determined in terms of this paragraph, whichever is more beneficial to the educator. If the appointment is to the same salary position than it would have been, had the educator not improved his/her REQV, the educator is entitled to a qualification award. The qualification award payable must be calculated on the notch applicable as at the date on which the qualification was obtained.
- 8.4. An educator, who has had a break in service and who is reappointed to a higher post than the one he/she occupied before the break in service, shall be appointed to the lowest applicable salary position which is higher than the salary position (or equivalent salary position) occupied by the educator before the break in service by at least the number of posts that the new post is higher than the post occupied before the break in service : Provided that if the educator has improved his/her REQV during the break in service which has the effect that a different salary band becomes applicable, the appointment shall be to the minimum of the applicable salary band or the same salary position determined in terms of this paragraph, whichever is more beneficial to the educator. If the appointment is to the same salary position than it would have been, had the educator not improved his/her REQV, the educator is entitled to a qualification award. The qualification award payable must be calculated on the notch applicable as at the date on which the qualification was obtained.

- 8.3. An educator with qualifications that results in him/her being accorded REQV 15, 16 or 17 and who is appointed for the first time to the post of educator, shall receive one qualification award for each REQV higher than 14 after he/she has completed a period of one year continuous service and this must be calculated on the notch applicable as at the date on which each of the qualification was obtained
- 8.4. An educator with qualifications that results in him/her being accorded REQV 14, 15, 16 or 17 and who is appointed for the first time to a promotion post, shall receive one qualification award for each REQV higher than 13 after he/she has completed a period of one year continuous service and this must be calculated on the notch applicable as at the date on which the relevant qualification was obtained.

9. **PROCESS FOR GRANTING RECOGNITION**

- 9.1. The evaluation and recognition of qualifications may have the following implications:
- Determination of notch on appointment in accordance with the applicable REQV
  - According minimum notch of next higher salary levels in recognition of improved qualification
  - Determining qualification bonus payable in recognition of improved qualification
- 9.2. Upon receipt of qualification documents, the official responsible for evaluation of qualifications is required to complete the attached "Evaluation of Qualification of Educators" Form (Annexure A) indicating all qualifications obtained by the educator concerned. Thereafter, determine the evaluation of the qualifications in-keeping with the criteria as indicated in paragraph 5 above and with due regard to the instructions contained here-in. In addition, determine the benefits payable and the effective date of payment.
- 9.3. The relevant Form must be forwarded via all line function Supervisors for checking and approval by the Deputy Manager: HRP.
- 9.4. Upon receipt of the approval from the Deputy Manager: HRP, the official responsible for initiating the evaluation of qualification must:
- in the case of salary adjustment, process on PERSAL
  - in the case of qualification award, prepare an authority docket for the signature of an official at a higher level.
  - Upon receipt of the signed authority docket, the authority docket together with a copy of the approved "Evaluation of Qualification of Educators" Form must be submitted to the relevant Finance Component for payment.
- 9.5. The educator concerned must be informed of his/her REQV status as well as the benefits payable. (Annexures B and C may be used for this purpose).

10. **THE ROLE OF THE PROVINCIAL QUALIFICATION EVALUATION COMMITTEE (PQEC)**

10.1 The PQEC will be established to undertake the evaluation and recognition of qualification in respect of:

- Qualification included in documents referred to paragraph 5.1 above but which require clarification (subject relevance, etc)
- All qualifications not included in documents referred to in paragraph 5.1 above.
- All foreign qualifications

10.2 This committee will also be required to refer qualifications which it can not evaluate to Department of Education.

11. **VERIFICATION OF QUALIFICATIONS**

11.1. All qualifications, whether local or foreign will be verified through South African Qualifications Authority (SAQA). For this purpose, the Deputy Manager : HRP is required to maintain an electronic schedule on the prescribed template in respect of all approvals granted in respect of qualifications

11.2. The schedule must be submitted by the 7<sup>th</sup> working day of each month in respect of the preceding month to the Directorate: HRS at Head Office for onward submission to SAQA.

12. **MONITORING AND EVALUATION**

12.1. The instructions in relation to the evaluation and recognition of qualification as contained in the aforesaid documents must be strictly adhered to. Any deviations will require the written approval of the Head of Department.

12.2. Compliance with the instructions contained in this document will be monitored on an ongoing basis by the Directorate: HRS at Head Office.

13. **FORMAL APPROVAL**

This Procedure Directive is approved for implementation with effect from 1/04/2010

  
\_\_\_\_\_  
SIGNATURE

Superintendent-General  
\_\_\_\_\_  
DESIGNATION

19/04/2010  
\_\_\_\_\_  
DATE

KWAZULU-NATAL DEPARTMENT OF EDUCATION  
EVALUATION OF QUALIFICATIONS OF EDUCATORS

NAME OF EDUCATOR : \_\_\_\_\_ PERSAL No. \_\_\_\_\_  
 SCHOOL : \_\_\_\_\_ NOTCH (if applicable): \_\_\_\_\_ SL \_\_\_\_\_

REASON FOR EVALUATION : APPOINTMENT   
 IMPROVED QUALIFICATION

LIST OF ALL QUALIFICATIONS :

TYPE OF QUALIFICATION	YEAR OBTAINED	REQV	FOLIO No.

EVALUATION RESULTS :

REQV : \_\_\_\_\_ PROFESSIONALLY : QUALIFIED  UNQUALIFIED

RECOMMENDED NOTCH / BONUS : \_\_\_\_\_ W.E.F. \_\_\_\_\_ FOR :

APPOINTMENT  NOTCH ADJUSTMENT  QUALIFICATION BONUS

REMARKS : \_\_\_\_\_  
 \_\_\_\_\_

COMPILED BY	SIGNATURE	RANK	DATE
MR/MS		SENIOR PERSONNEL OFFICER	

RECOMMENDATION SUPPORTED BY	SIGNATURE	RANK	DATE
MR/MS		PRINCIPAL PERSONNEL OFFICER	

RECOMMENDATION SUPPORTED BY	SIGNATURE	RANK	DATE
MR/MS		CHIEF PERSONNEL OFFICER	

RECOMMENDATION SUPPORTED BY	SIGNATURE	RANK	DATE
MR/MS		ASSISTANT MANAGER	

RECOMMENDATION IS APPROVED / NOT APPROVED

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE OF  
 DEPUTY MANAGER (HRP)

\_\_\_\_\_  
 NAME OF DEPUTY MANAGER

\_\_\_\_\_  
 DATE

## LETTERHEAD

Mr/Ms/Dr \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir / Madam

**RECOGNITION OF IMPROVED QUALIFICATION**

It is pleasing to note that you have obtained \_\_\_\_\_ Degree/Diploma/Certificate. In recognition of this qualification, your REQV has been upgraded from \_\_\_\_\_ to \_\_\_\_\_ with effect from \_\_\_\_\_ and your salary particular have been adjusted as follows :

	<b>PRE-REVISED</b>	<b>REVISED</b>
SALARY RANGE		
SALARY NOTCH		

*\* Your salary has been further adjusted with effect from 1 July 2009 as a result of the General Salary Adjustment / Pay Progression as follows :*

*SALARY RANGE :  
SALARY NOTCH :*

Your qualifications will be subject to verification by the South African Qualifications Authority (SAQA). As such, the information in this letter is furnished without prejudice to the Department's right to effect any adjustment and/or recovery of any monies should errors be detected in the evaluation of your qualification or the calculation of your salary adjustment.

I take this opportunity to congratulate you on your achievement.

Yours faithfully

SUPERINTENDENT-GENERAL

*\* Include only if necessary*



LETTERHEAD

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Mr/Ms/Dr \_\_\_\_\_

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Sir / Madam

**RECOGNITION OF IMPROVED QUALIFICATION**

It is pleasing to note that you have obtained \_\_\_\_\_ Degree/Diploma/Certificate. In recognition of this qualification, your REQV has been upgraded from \_\_\_\_\_ to \_\_\_\_\_ with effect from \_\_\_\_\_ and arrangements made for you to be granted a once-off qualification award of R \_\_\_\_\_. Your existing salary particulars remain unchanged.

Your qualifications will be subject to verification by the South African Qualifications Authority (SAQA). As such, the information in this letter is furnished without prejudice to the Department's right to effect any adjustment and/or recovery of any monies should errors be detected in the evaluation of your qualification or the calculation of your salary adjustment.

I take this opportunity to congratulate you on your achievement.

Yours faithfully

SUPERINTENDENT-GENERAL