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**HUMAN RESOURCE DEVELOPMENT**

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**TO:**

- HEAD OF DEPARTMENT**
- ALL DDG's**
- CHIEF FINANCIAL OFFICER**
- ALL CHIEF DIRECTORS**
- ALL CLUSTER CHIEF DIRECTOR**
- ALL DIRECTORS**
- ALL DISTRICT DIRECTORS**
- ALL SCHOOL PRINCIPALS**
- ALL SCHOOLS**
- ALL SCHOOL GOVERNING BODIES**
- ALL LABOUR UNIONS**

**FROM:** **HEAD OF DEPARTMENT**

**SUBJECT:** **GUIDELINES ON THE IMPLEMENTATION OF INDUCTION FOR  
NEWLY APPOINTED EDUCATION ASSISTANTS AND GENERAL  
SCHOOL ASSISTANTS FOR THE PRESIDENTIAL YOUTH  
EMPLOYMENT INITIATIVE PHASE 2**

**DATE** : **08 NOVEMBER 2021**

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1. The Department is in the process of appointing Education Assistants (EAs) and General School Assistants (GSAs) for the Presidential Youth Employment Initiative (PYEI).
  2. Before all EAs and GSAs assume duty, all schools are to ensure that they have been inducted.
  3. The purpose for the induction is to equip all EAs and GSAs settle and familiarise with the school environment.
  4. Schools are expected to provide overall mentoring, training and support for the EAs and GSAs based on specific responsibilities allocated.
  5. Schools are required to follow the following programme for the induction of all EAs and GSAs:



### SESSION 1: INTRODUCTION

TIME	ITEM	RESPONSIBILITY
08H00 – 08H05	<b>Opening and Welcome</b>	Programme Director
08H05 – 08H15	<b>Address by the School Principal</b>	School Principal
08H15 – 08H30	<b>Introduction of Staff Members</b>	Deputy Principal
08h30 – 08h45	<b>Self-introductions by the Assistants</b> <ul style="list-style-type: none"><li>Assistants introduce themselves by providing information about who they are, their interests, future goals, etc.</li></ul>	All Assistants
08H45 – 09H00	<b>Introduction of School Assistants to Learners</b>	School Principal

### SESSION 2: SCHOOL CULTURE, ETHOS AND VALUES

09H00 – 9H30	<b>school culture, ethos and values</b>	HOD1
9H30 – 10H00	<b>Dress Code &amp; Do's and Don'ts</b>	HOD2

**TEA BREAK: 10H00 – 10H20**

### SESSION 3: CONTRACTING AND JOB DESCRIPTION

TIME	ITEM	RESPONSIBILITY
<b>10H20 – 11H00</b>	<b>Job Description</b> <ul style="list-style-type: none"><li>Breakaway session with mentors (aligned to assigned roles, e.g. Reading Coach, Handyman, etc.)</li></ul>	Responsible mentor
<b>11H00 – 12H00</b>	<b>Mediation of Contract of Employment</b> <ul style="list-style-type: none"><li>All School Assistants should sign their contracts</li><li>The school should keep a file for each of the Assistants, where a copy of the signed contract is kept</li><li>Each Assistant should be given a copy of his/ contract</li></ul>	Deputy Principal/ HOD



## SESSION 4: SCHOOL WALK ABOUT

Schools Assistants are shown around the school premises

6. **NB** no EA or GSA is to assume duty without being inducted.

Yours in Quality Education

L. SIDIYA  
PROJECT MANAGER - PYEI

