



OFFICE OF THE CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms U Nqatha Tel: 0605236494 Email: unathi.nqatha@ecdoe.gov.za Website: www.ecdoe.gov.za

PPN 2022 CIRCULAR 1

TO : DEPUTY DIRECTOR GENERALS

ALL CHIEF DIRECTORS

ALL DIRECTORS

ALL PRINCIPALS OF PUBLIC SCHOOLS

SCHOOL GOVERNING BODIES

EDUCATOR UNIONS

FROM : HEAD OF DEPARTMENT

DATE : 04 NOVEMBER 2021

SUBJECT : IMPLEMENTATION OF THE POST PROVISIONING NORMS
2022

1. INTRODUCTION

With regards to the Employment of Educators Act (No 76 of 1998) 5 (1) (b), the Member of the Executive Committee (MEC) of a provincial Department of Education must determine the provincial department's educator post establishment. The MEC consulted with various stakeholders on the 07 September and 28 September 2021, and on the same day (28 September 2021) declared a post basket of 53605. The Head of Department has the responsibility to distribute the declared posts basket to all public schools in the province.

2. PURPOSE

The purpose of this circular is to communicate the following

1. Declared post basket by MEC
2. Principles that inform the 2022 PPN Distribution
3. Management Plan for PPN 2022 (dates be observed to ensure smooth running of the Management Plan)



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3. PPN DECLARATION

Following the consultation with the social partners, the MEC declared a post basket of 53605 in accordance with the Employment of Educators Act (No 76 of 1998). The strategic imperatives that the Department will strive to achieve with the **53605** declared post basket are:

- ❖ A teacher in front of every class
- ❖ Stability at schools for effective teaching and learning
- ❖ Ensure availability and utilisation of educators, so that large classes are avoided especially in the Foundation Phase
- ❖ Strengthening Inclusive Education
- ❖ Strengthening Foundation Phase teaching

4. PPN 2022 DISTRIBUTION WORKSHOP

The HOD conducted PPN 2022 distribution workshops with stakeholders in education (Educator Unions and SGB Associations) on the 14 October 2021, 21 October 2021, and 03 November 2021. Pre-final post establishment will be issued on the 08 November 2021. The schools are expected to verify the grades of the school, the learner numbers and subjects offered as at 27 September 2021 on Education Management Information System (EMIS) data. The School Principals are expected to submit their confirmation on the 11 November 2021. The final 2022 PPN establishment will be issued on the 16 November 2021 to District offices and schools.

5. PPN 2022 PRINCIPLES

The Department presented PPN principles that were used as a guide for the 2022 PPN distribution. Here below are the indicated principles

5.1 Foundation Phase Posts

- ❖ Primary schools with a **Foundation Phase enrolment of 100-299** will qualify for 1 Foundation Phase Post.
- ❖ Primary schools with a **Foundation Phase enrolment of 300+**, will qualify for 2 Foundation Phase Posts.
- ❖ Foundation phase posts are to be filled by a **Qualified Primary School Educator**.



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5.2 GRADE R EDUCATORS POSTS

- ❖ The Department has top-sliced 299 posts for grade R educators and these posts have already been advertised to be filled on 01 April 2022.
- ❖ Only professionally qualified Grade R educators are eligible for these posts.
- ❖ Appointed Grade R Educators who are still rendering services in Grade R will not be subjected to processes of Collective Agreement 4 of 2016.

5.3 LEARNERS WITH SPECIAL EDUCATIONAL NEEDS (Ring-fenced 1195 posts)

- ❖ **Special Schools:** Distribution is based on policy determined domains which is as per disability type of a learner.
- ❖ **Full-Service School:** One Remedial Educator is allocated for every 200 learners.

5.4. SMALL SCHOOLS

- ❖ Secondary schools **with less than 8 posts, with an enrolment of 100 and above** received 1 Additional post.
- ❖ 1 Teacher Primary Schools, **with an enrolment of 25 and above**, received 1 additional post so that there can be 2 educators in these schools.

6. APPLICATION OF THE DISTRIBUTION

	CATEGORY	NUMBER POSTS
1.	Substitutes	300
2.	Growth	50
3.	Foundation phase Posts	1654
4.	Grade R Posts	299
5.	Full Service Posts	187
6.	IIAL	74
7.	Technical	49
8.	Agriculture	2
9.	Maritime	13



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	CATEGORY	NUMBER POSTS
10.	Ratio Posts (posts allocated to lower the learner educator ratio)	447
11.	Secondary Schools less than 8 teachers	119
12.	One Teacher school	265
13.	Stability posts	3249
14.	Distribution Principle	6059
15.	Distributed through the model	52943

7. PROMOTION LADDER

- ❖ All posts will be included to determine the promotion posts for the school.
- ❖ The same promotion ladder was utilised in 2021 will be used for PPN 2022.

Prom Type	Dep 1	Dep 2	HO D 1	HO D 2	HO D 3	HO D 4	HO D 5	HO D 6	HO D 7	HOD 8	HOD 9
Combined	14	29	5	12	19	26	33	39	45	51	57
Intermediate	14	29	5	12	19	26	33				
LSEN	14	29	5	12	19	26	33				
Primary	14	29	5	12	19	26	33				
Secondary	14	29	5	12	19	26	33	39	45	51	57

8. IMPLEMENTATION OF COLLECTIVE AGREEMENT 4 OF 2016

Collective agreement 4 of 2016 will be applied consistently throughout the process.

N.B. NO retention will be allowed, unless based on the Collective Agreement 4 of 2016, Annexure A, section B (6).



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9. IMPLICATION OF 53605 EDUCATOR POST BASKET

- ❖ No school in the province will have an Educator- Learner Ratio above 1:40
- ❖ No Curriculum Specialist school will have an Educator- Learner- Ratio above 1:32
- ❖ The Average Provincial- Educator- Ratio is 1:31.

10. THE MANAGEMENT PROCESS FOR PPN 2022

NO	ACTIVITY	TIMEFRAME	RESPONSIBILITY	STATUS
1.	Provincial Task Team Meeting receipt of PPN 2021 close-out report	28 June 2021	Chief Director HRM&D	Done
2.	Internal preparatory meeting for PPN 2022 consultation process and Internal Budget workshop for PPN 21/22	13 July 2021	HOD/CFO/DDGs/Chief Dir. HRM&D and Post Provisioning TT	Done
3.	Information sharing meeting and Budget Workshop on 2022 Post Provisioning – Labour Unions and SGB Associations	30 August 2021	CFO and Post Provisioning TT	Done
4.	1 st Consultation Sessions with PELRC Parties & SGBs Principle for creation of posts by the MEC in 2022	07 September 2021	MEC for Education	Done
5.	2 nd Consultation Sessions with PELRC Parties & SGBs Principle for creation of posts by the MEC in 2022	28 September 2021	MEC for Education	Done
6.	Declaration of 2022 Post Establishment	28 September 2021	MEC for Education	Done
7.	1 st Distribution workshop on PPN 2021 to PELRC Parties & SGBs	14 October 2021	Head of Department	Done
8.	2 nd Distribution workshop on PPN 2021 to PELRC Parties & SGBs	21 October 2021	Head of Department	Done
	3 rd Distribution workshop on PPN 2021 to PELRC Parties & SGBs Technical Task Team	3 November 2021	Head of Department	Done
8.	Issuing of 2022 Pre-Final Post Establishment to District Offices	05 November 2021	HRP & PS	Done
10	Issuing of 2022 Final Post Establishment to schools	16 November 2021	District Directors School Principals	



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NO	ACTIVITY	TIMEFRAME	RESPONSIBILITY	STATUS
12.	Identification of additional educators at District Offices	29 November 2021 – 03 Dec 2021	School Principals, EDO and Union Rep as Observer	
13.	Issuing of letters to additional educators informing them of their status and making of choices by additional educators	06-10 December 2021	District Director/ School Principal	
14.	Submission of information to Head Office on: (a) Additional educators with profiles per ECDE Post Prov. Form 1.4(F) (b) Vacancies with profiles per ECDE Post Prov. Form 1.4(G) (c) Placement of additional educators on PERSAL per ECDE Post Prov. Form 1.4(H) (d) Summary for all additional educators, all vacancies and all placed educators per ECDE Post Prov. Form 1.4(I)	13 – 15 December 2021	District Directors	
15.	Provincial Task Team Meeting (PTT)	14 December 2021	Chief Director HRM&D	
16.	Issuing of placement letters to additional educators within Circuit and District (Phase 1)	10 – 14 January 2022	School Principals District Directors	
17.	Movement of educators declared in addition within the Circuit and District and utilisation of temporary educators in substantive vacant posts until they are filled (Phase 2)	17 – 21 January 2022	Dir. HRP& PI/ District Directors/ DD HRP/A/ EDOs/ school principal	
18.	Provincial Task Team Meeting (PTT)	25 January 2022	Chief Director HRM&D	
19.	Weekly Progress report to Head Office	Fortnightly (Thursdays)	District Directors / HRP & PI	
20.	PPN Report to the PELRC meeting	March 2022	Chief Dir. HRM&D/ PPN T. Team	

N.B. THE PTT MAY BE CONVENED AT ANY TIME DURING THE IMPLEMENTATION OF THE MANAGEMENT PLAN



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Enquiries related to the 2022 PPN should be directed to the office of Human Resource Planning & Information System for the attention of Ms U.U. Nqatha (unathi.nqatha@ecdoe.gov.za/ zama.nyembezi@ecdoe.gov.za) who will ensure that they receive the necessary attention of the Director: Human Resource Planning & Information System.

Electronic Copy
PPN 2022
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04/11/2021

DR N. MBUDE

DATE

HEAD OF DEPARTMENT