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**INTERNAL MEMORANDUM**

**TO :** HEAD OF DEPARTMENT  
CHIEF FINANCIAL OFFICER  
ALL DDG'S  
ALL CHIEF DIRECTORS  
ALL CLUSTER CHIEF DIRECTOR  
ALL DIRECTORS  
ALL DISTRICT DIRECTORS  
ALL CIRCUIT MANAGERS  
ALL SCHOOL PRINCIPALS  
ALL SCHOOLS  
ALL SPECIAL SCHOOLS  
ALL SCHOOL GOVERNING BODIES  
ALL LABOUR UNIONS  
ALL EDUCATION ASSISTANTS  
ALL GENERAL SCHOOL ASSISTANTS

**FROM :** ACTING DIRECTOR – HUMAN RESOURCE DEVELOPMENT

**DATE :** 27 JUNE 2022

**SUBJECT :** GUIDELINES ON IMPLEMENTATION OF TRAINING OF  
APPOINTED EDUCATION ASSISTANTS (EAs) AND GENERAL  
SCHOOL ASSISTANTS (GSAs) FOR PHASE 3 OF THE  
PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE(PYEI)

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1. This memorandum serves as a guideline for the implementation of trainings for the capacitation and development of Education Assistants (EAs) and General School Assistants (GSAs) appointed and placed in public ordinary schools and special schools for Phase 3 of the Presidential Youth Employment Initiative.





2. The development of the youth appointed in the PYEI is very fundamental in ensuring skills transfer through various training interventions that will enable the unemployed to perform duties assigned to them during their placement, as well as creating employability beyond the project.
3. The training team established in phase 2 of the PYEI is to continue with the execution of training for the development and capacitation of EAs and GSAs participating in phase 3 of the PYEI.
4. All line function managers who are part of the Provincial Team to participate fully for the duration of the project and work in collaboration with the district training team which must be a representation of Curriculum, IDS &G , Learner Enrichment and HRD at district level to ensure full implementation of the training plan.
5. **Below is the table for the various trainings to be implemented for each category of appointed EAs and GSAs:**

<b>ORIENTATION</b>	
<b>Training Area</b>	<b>Category</b>
Generic Orientation (eCubed TeacherConnectLearn)	All appointed EAs and GSAs
National School Safety Framework (NSSF)	All appointed EAs and GSAs
<b>DIGITAL LITERACY</b>	
Online Safety (Digify Africa)	All appointed EAs and GSAs
Digital Literacy (Nemisa)	All appointed EAs and GSAs
Artificial Intelligence in the 4IR (UJ)	eCadres
<b>OTHER TRAININGS</b>	
Psychosocial Support	Child Youth Care Workers
Curriculum	Curriculum EAs





Handyman Accredited Training	Handyman/women
ICT	eCadres
Reading	Reading Champions
Extra-Curricular Activities	Sports Enrichment Assistants

## 6. TRAINING AND CAPACITY BUILDING GUIDELINE PLAN

Activity	Action	Time Frames	Responsibility
<b>Development of Provincial Training Plan</b>	All line function managers responsible for the training of EAs and GSAs to submit inputs for the develop a Provincial Training Plan	April 2022	Provincial HRD Provincial Curriculum Infrastructure School Enrichment eLearning
<b>Developing of District Training Plan</b>	All districts to develop training plans for the implementation of trainings in line with the Provincial training plan	April 2022	Curriculum IDS &G HRD
<b>Advocating of the Training Plan to schools in the districts</b>	Districts to ensure that all schools, SGBs and stakeholders partake in the advocacy to ensure that all schools participating in phase 3 of the PYEI are aware the trainings planned for the development and capacitation of EAs and GSAs placed in their schools. <ul style="list-style-type: none"><li>• Training plan should detail the training</li></ul>	April 2022	District Project team District training team Circuit Managers





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	interventions planned, time frames and logistics of the training <ul style="list-style-type: none"><li>• Training plan should be clear on the category targeted for each specific training to ensure that the right participants attend correct trainings</li></ul>		
<b>Implementation of trainings</b>	Districts to ensure that all trainings are implemented as per the training plan. <ul style="list-style-type: none"><li>• all EAs and GSAs appointed for phase 3 are to implement orientation and digital literacy trainings which are mandatory to all appointed participants. Other trainings such as accredited trainings are to be implemented for specific categories in line with duties assigned to them.</li><li>• All mandatory trainings are compulsory for all participants and are implemented via online platforms and the Department has made provision of data for</li></ul>	June 2022 – August 2022	District training Team Circuit Managers





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	<p>each and every participant of the PYEI to ensure maximum participation and completion of trainings.</p> <ul style="list-style-type: none"><li>• School principals to ensure that all EAs and GSAs who are placed in their schools implement the mandatory trainings and that they support them with gadgets to implement the trainings in cases where the participant does not have smart phones for the online platforms</li><li>• Participants who have completed the mandatory trainings in Phase 2 and were issued certificates for the trainings must not do the online trainings for phase 3 as they are automatically recorded on the online learner data base</li><li>• All school principals to submit a nomination master list of the nominated EAs and GSAs for each training</li></ul>		
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	to be implemented and nomination master lists to be submitted to circuit offices for recording of learner database and coordination of trainings which is to be done by the district training team.		
<b>Monitoring of Training</b>	<p>District training teams to ensure that all trainings implemented are monitored at all time.</p> <ul style="list-style-type: none"> <li>• Training coordinators to ensure that participants sign attendance register for each training attended. Participants</li> <li>• Training coordinators to take photos for the compilation of portfolio of evidence (POE) which must be submitted to the provincial office for reporting to DBE.</li> <li>• District training team to compile reports on all trainings implemented for EAs and GSAs</li> </ul>	June 2022 – August 2022	Provincial Training Coordinators District Training Coordinators Circuit Managers





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	<ul style="list-style-type: none"><li>• Circuit managers and district training coordinators to continuously monitor training sites and report to the provincial office on a weekly basis</li></ul>		
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7. Attached, please find nomination form and attendance register templates which are to be completed by all EAs and GSAs for each training to be implemented.

Yours in Education Services,

  
L. SIBIYA  
ACTING DIRECTOR – HUMAN RESOURCE DEVELOPMENT

**28/06/2022**

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**DATE**