



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: L. Sidiya. Tel: 040 608 4753 . Fax :040 608 4690. Email: lukhanyo.sidiya@ecdoe.gov.za

Website: www.ecdoe.gov.za

TO:

- CHIEF FINANCIAL OFFICER**
- ALL DDG'S**
- ALL CHIEF DIRECTORS**
- ALL CLUSTER CHIEF DIRECTOR**
- ALL DIRECTORS**
- ALL DISTRICT DIRECTORS**
- ALL CMC HEADS**
- ALL CIRCUIT MANAGERS**
- ALL SCHOOL PRINCIPALS**
- ALL SCHOOL GOVERNING BODIES**
- ALL LABOUR UNIONS**

FROM: **ACTING HEAD OF DEPARTMENT**

SUBJECT: **PROVINCIAL GUIDELINES FOR PREPARATION OF AUDIT OF THE PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 3 AND 4**

DATE: **13 SEPTEMBER 2023**

1. The Eastern Cape Department of Education has successfully implemented the Presidential Youth Employment Initiative Phase 4 which is coming to an end on the 30 September 2023.
2. PYEI funding is appropriated under conditional grant which means all its implemented activities are subjected to audit just like any other investment made under public funds.
3. Similar to previous PYEI audits, all activities implemented within the PYEI Phase 3 and 4 are subjected for audit. Any participating School or District may be sampled in order for AG to test efficient implementation of the guidelines, policies and procedures that were communicated by the Provincial Project Team for implementation.
4. In preparation for PYEI Phase 3 and 4 Audit, Districts and Schools are required to start development of all Portfolio of Evidence that will support all activities that were employed by the project.
5. The following documents are to accurate, complete, valid , relevant and be safe guarded to be used when audits are conducted

DISTRICTS REQUIREMENTS	
ITEM	SUPPORTING DOCUMENTS
Implementation Guidelines	<ul style="list-style-type: none"> • PYEI Framework • Recruitment and Selection Framework • Guidelines for Implementation of Training • Communication and Consultation Strategy • Management Plan • Appointment letters of all school project team members • Appointment letters of District Project Team • File of all communication received from the Provincial Project Team
Recruitment and Appointment	<ul style="list-style-type: none"> • Complete HR Files for all appointed EA's and GSA's to be available from All HR registries in all Districts. • Proof of all communications/meetings with partner and schools • List of recommended candidates received from schools • Proof of verification of recommended candidates (checking if the recommended meet the requirements) signed –off by District Director (if applicable). • Proof of communication to schools to confirm the recommended candidates. • Letters of placement to schools • Composite list of confirmed candidates for the district – signed-off by the District Director. • Proof of the lists of candidates placed within the District being submitted to PED. • District allocation letters • School allocation letter • List of recommended candidates for appointment • Final list of appointed EAs and GSAs • Fully signed Contract of each EA/GSA • Certified ID Copy • Certified copy of qualifications (where applicable) • Testimonial • Police clearance • Declaration letter by applicant • Copy of EA/GSA appointment letter • Copy of resignation letter of EA/GSA (if applicable)
Training Guidelines	<ul style="list-style-type: none"> • District Training Plans.



	<ul style="list-style-type: none"> • Training Schedules. • Nomination form for each training • Attendance Registers for all trainings implemented. • List of EAs and GSAs who attended trainings
Reports	<ul style="list-style-type: none"> • Monthly reports received from schools on performance of EAs and GSAs. • Monthly Reports sent to Provincial Project Team • Termination Reports • District lists of candidates that resigned. • Reports submitted to Province on EAs and GSAs appointed/placed disaggregated per schools, by age, gender, race and disability. • Proof of stipends paid (PERSAL report) • Monthly list of EAs and GSAs paid
Monitoring	<ul style="list-style-type: none"> • Proof of School visits to give Support. • Communication with School Project Managers • District Monitoring Plans. • District Monitoring Schedules. • Proof of District Monitoring (e.g. Registers/agenda).

SCHOOLS REQUIREMENTS

ITEM	SOURCE DOCUMENT
Implementation Guidelines	<ul style="list-style-type: none"> • PYEI Framework. • Training Inventory. • Allocation letter/Certificate of allocation from PED. • Guideline documents for finances • Guideline documents on Job Descriptions • Guideline on placement of youth (Management Plan)
Recruitment and Placement	<ul style="list-style-type: none"> • Master List from Hame (Short and Long list) • Proof of Communication to Parents about work opportunities • List of appointed Panel that will conduct Interview • List of Shortlisted Candidates • Proof of Communication inviting candidates for Interview • Proof of submission of lists of recommended candidates to District. • Proof of confirmed candidates by District. • Copy of Appointment Contracts signed by appointed candidates. • Final consolidated list of appointed EAs and GSAs • Certified ID Copy



	<ul style="list-style-type: none">• Certified copy of qualifications (where applicable)• Testimonial• Police clearance• Declaration letter by applicant• Copy of EA/GSA offer letter• Copy of EA/GSA appointment letter• Copy of resignation letter of EA/GSA (if applicable)
Orientation/Induction and Training	<ul style="list-style-type: none">• Proof of orientation/induction. (registers and certificates)• Proof of training. (registers and certificates)• Proof of orientation on school ethos (registers)
Payment	<ul style="list-style-type: none">• Payslip to be requested from the District Offices for Printing when requested by AG.
Report and Attendance	<ul style="list-style-type: none">• Signed monthly EAs and GSAs' performance reports and filed in the school.• Daily EAs and GSAs attendance register completely signed.• Proof of summary of attendance of EAs and GSAs submitted to districts on monthly basis and be captured by the data capturers• Proof of resignation
Monitoring and Support	<ul style="list-style-type: none">• Lists of Teachers assigned as Mentors (signed by both principal and the mentors).• Portfolio of Evidence build by each assistant.• Testimonials from Teachers
Impact Assessment	<ul style="list-style-type: none">• Report signed by the SMT that details and reports about the impact of the Project in each School.

Yours in quality education

DR. S. NUKU
ACTING HEAD OF DEPARTMENT
DATE: 14/09/23