



OFFICE OF THE HEAD OF DEPARTMENT

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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 SCHOOLS**
- ALL SPECIAL SCHOOLS**
- ALL SCHOOL GOVERNING BODIES**
- ALL LABOUR UNIONS**

FROM: **ACTING HEAD OF DEPARTMENT**

SUBJECT: **PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE PHASE 3 AND
4 AUDIT GUIDELINES FOR IMPEMETATION IN ALL PARTICIPATING
PUBLIC SCHOOLS DISTRICTS AND HEAD OFFICE**

DATE: **13 OCTOBER 2023**

1. This memorandum serves as a Provincial Audit Management guideline for the Presidential Youth Employment Initiative Phase 3 and 4.
2. Eastern Cape Department of Education successfully implemented PYEI phases 3 and 4 in line with the National framework.
3. As with any other public-funded programme, the implementation of PYEI is to be audited according to the law to fully account for and give reasonable assurance to the public that the allocated budget was utilised for its intended purpose in a sound internal control environment.
4. Any efficient organisation that seeks to improve its administration in return it achieves clean audit outcomes.



5. To ensure that the goal of a clean audit is achieved, all schools, districts and provincial project teams are requested to start consolidating the Portfolio of Evidence (PoE) of all activities that were implemented in the project at each different level.
6. At the end of each implementation phase, Districts are requested to submit the POE of all activities carried out to the Provincial Project Team for audit and validation.
7. In a quest to improve transparency, the PYEI project requests all participating schools, districts, and head office directorates that were part of the PYEI project to align themselves in the following strategies:

a. PREPARATION AND PLANNING FOR AUDIT

PROVINCIAL REQUIREMENTS	
Activity	DOCUMENTS
PYEI Implementation	<ul style="list-style-type: none">• PYEI Framework• Project Team Appointment letters• Business Plan• Allocation Guidelines• Recruitment and appointment guidelines• Provincial Data Base for Appointed Participants• Training and Development guidelines• Monitoring Tools• Communication and guidelines during Implementation• Special Concessions and approvals• Memo guiding implementation of the project• Special projects implemented within the project• All communication sent to districts.• Copy of Project team appointment letters• Records of Provincial Monitoring meetings



DISTRICTS REQUIREMENTS	
Activity	DOCUMENTS
Implementation Guidelines	<ul style="list-style-type: none"> • PYEI Framework • District Project Team Appointment Letters • School Project Team Appointment Letters • District Allocation Letter • School Allocation Letters • Appointment guidelines • Recruitment guidelines • Training guidelines • Training Management and Implementation Plan • District Training Attendance Registers
Recruitment and Appointment	<ul style="list-style-type: none"> • Proof of all communications/meetings with partners and schools • List of recommended candidates received from schools. • Proof of verification of recommended candidates (checking if the recommended meet the requirements) signed by the 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 • Declaration letter by applicant • Copy of EA/GSA appointment letter • Copy of resignation letter of EA/GSA (if applicable) • All HR files



Training and Development	<ul style="list-style-type: none">• District Training Plans.• Training Schedules.• Nomination form for each training• Proof of Training• List of EAs and GSAs who attended training.• Training attendance register• Pictures for POE
Reports	<ul style="list-style-type: none">• Monthly reports received from schools on the performance of EAs and GSAs.• District lists of candidates who resigned.• Reports submitted to the Province on EAs and GSAs appointed/placed disaggregated per school 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">• District Monitoring Plans.• District Monitoring Schedules.• Proof of School Monitoring (e.g. Registers/agenda).

SCHOOLS REQUIREMENTS	
Implementation Guidelines	<ul style="list-style-type: none">• PYEI Framework.• Appointment letter of school Project Manager and Coordinator• Recruitment Guidelines• Allocation letter/Certificate of allocation• Training Guidelines• Guideline documents on Job Descriptions• Guideline on placement of youth (Management Plan)



Recruitment and Placement	<ul style="list-style-type: none">• Adverts, which schools used to inform the community of opportunities.• Long and short lists received from SAYouth.mobi• List of the interview panel signed by the Principal• Proof of conducted interviews• Proof of communication with candidates (dates candidates were invited for interview and proof of actual date of interview)• Proof of submission of lists of recommended candidates to the district.• Proof of confirmed candidates by District.• Contracts signed by appointed candidates.• Final list of appointed EAs and GSAs• Copy of Fully signed Contract of each EA/GSA• Certified ID Copy• Certified copy of qualifications (where applicable)• Declaration letter by applicant• Copy of signed EA/GSA appointment letter• Copy of signed assumption of duty 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)
Report	<ul style="list-style-type: none">• Signed monthly EAs and GSAs' performance reports as submitted to districts.• Proof of monthly reports on performance of EAs and GSAs submitted to the district.• Daily EAs and GSAs attendance register• Proof of resignations
Extras (Depending on creativity of each school)	<ul style="list-style-type: none">• Lists of Teachers assigned as Mentors (signed by both the principal and the mentors).• Portfolio of Evidence built by each assistant.



b. AUDIT IMPLEMENTATION

- All Districts and participating schools must be able to submit information requested by the Auditor General on time.
 - Providing information, which is complete, accurate, reliable and relevant.
8. The project has made a provision of scanners in each district, and all participating schools must submit information outlined in the table above through their Circuit offices or to the Audit project teams in line with each District audit management plan.
9. Each District is to consolidate its information from the school level and circuit to develop a consolidated district report with credible information.
10. All Districts are requested to have established district audit improvement teams that will report to the Provincial office on a weekly basis.
11. The audit guidelines are to be fully implemented by all project team leaders, members in all participating schools, district and head office.

Yours in quality education

DR S NUKU
ACTING HEAD OF DEPARTMENT