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**FOR PSA MEMBERS: LIMPOPO TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) AND COMMUNITY EDUCATION AND TRAINING (CET)**

28-01-2022

## Update: Completion and submission of staff-detail forms

CET employees are directed to complete and submit the staff details forms, as distributed, and which must be handed to centre managers. Members are further advised that the CET will be conducting one-day survey meetings per district from 4 February 2022 at venues to be confirmed soonest. The forms must be brought to the meeting venues by all centre managers as per the district dates. The form is *attached* for ease of reference. Members who are experiencing challenges can contact the Limpopo shop steward, Cde Peter Langa, on 063 646 7654 or [Peterlanga307@gmail.com](mailto:Peterlanga307@gmail.com).

Employees who are yet to join the PSA are encouraged to act promptly by joining the Union that has the interests and rights of members at the heart of its operations. Contact PSA Organising/Marketing Officers at [Lawrence.muvango@psa.co.za](mailto:Lawrence.muvango@psa.co.za) and/or [Paulina.moloto@psa.co.za](mailto:Paulina.moloto@psa.co.za), or send a WhatsApp 067 836 0551 and they will assist you to join a Union of Choice.

GENERAL MANAGER

### 3. STAFF DETAILS

The staff survey must be completed separately for every staff member. The number of forms must balance with ONLY the number of staff indicated on Table 2.1 (NOT FOR VOLUNTEER STAFF)

3.1	Indicate if you are a staff member at [1=Head Office; 2=Community Learning Centre; 3=Satellite Centre]
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3.2	Staff member category [1=Lecturer staff; 2=Management staff; 3=Support staff]
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\***Lecturer staff**, any person who teaches, educates or trains other persons or who provides professional educational services at any college, and who is appointed in a post on any lecturer establishments under this Act; (CET Act 16 of 2006)

\*\***Management staff**, means the principal and the vice principals of a public college. (CET Act 16 of 2006) (Excluding centre/satellite managers)

\*\*\***Support staff**, includes staff who render academic support services; student support services; human resource management; financial management; administration; maintenance of the buildings and gardens; catering services; and security services. (CET Act 16 of 2006) (Excluding principals and vice principals)

3.3	Title	3.4	Initials	3.5	Surname
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3.6	PERSAL number*	3.7	Other Employee number
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\* If you do not have a PERSAL number please complete question 3.8

3.8	South African Council of Educators (SACE) number	3.9	Gender [1=Male; 2=Female]
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3.10	Are you a Republic of South Africa (RSA) citizen? [1=yes; 2=no]
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3.11	If No to question 4.10, indicate your country of Citizenship
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3.12	ID number*	3.13	Passport number*
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\* If you do not have an ID number please provide a passport number in question 3.13

3.14	Date of birth	Y	Y	Y	Y	M	M	D	D	3.15	Population Group [1= African; 2=Coloured; 3=Indian/Asian; 4=White; 5=Other*]
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3.16	Cell phone	3.17	Home Telephone
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3.18	Home language [1=Afrikaans; 2=English; 3=IsiNdebele; 4=Sepedi; 5=SiSwati; 6=Xitsonga; 7=Tshivenda; 8=Setswana; 9=IsiXhosa; 10=IsiZulu; 11=Sesotho; 12=South African Sign Language (SASL); 13=Other]
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3.19	Disability Status [1=Sight; 2=Hearing; 3=Physical; 4=Multiple; 5=Epilepsy; 6=Other (specify below); 7=None]
Other (Specify)	

3.20	Personnel Category Head Office: [1=Principal; 2=Deputy Principal] Community Learning Centre: [3=Centre Manager; 4= Head of Department (HOD); 5=Lecturer; 6=Education Specialist; 7=Other; 8=Support]
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3.21	Nature of appointment [1=Permanent; 2=Temporary/Contract]
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3.22	Type of contract [1=Full time; 2=Part time]	3.23	Remuneration [1= by State; 2=by College Council]
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3.24	Have you (yourself) used a computer at home or at work for work purposes in the current year on a weekly basis? [1=Yes; 2=No]
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3.25	Indicate the training and/or skills development you have undergone during the past twelve months which is related to your work at the centre. Name of the course	Indicate source of funding for each course with a Yes or No		Number of hours for course contact	Name of the service provider
		Own	Department		
3.25.1				H	H
3.25.2				H	H
3.25.3				H	H

3.26	Qualification category [10=REQV 10, 11=REQV 11, 12=REQV 12, 13=REQV 13, 14=REQV 14; 0=REQV 15 - 17]
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\*Kindly note that the duration of the qualification is taken into consideration and not the time taken to complete the qualification.

REQV – Relative Education Qualification Value

3.27	Are you qualified to teach the following subjects:
3.27.1	Mathematics/ Mathematical Literacy [1=Yes; 2=No]
3.27.2	Natural Science [1=Yes; 2=No]

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<b>3.28</b>	<b>Indicate in the spaces provided below ALL the qualification types that you have attained. You can tick more than one qualification type provided in the list below, leave the space blank where the qualification does not apply to you.</b>								
	<b>Initial (first) qualifications</b> <span style="float: right;">√</span>								
1	School leaving certificate (Example: Standard 8, Senior Certificate)								
2	National certificate in Adult Basic Education and Training Practice								
3	Adult Basic Education and Training (ABET) Practitioners Certificate (120 credit Level 5)								
4	Certificate in Adult Education, Training and Development								
	<b>Initial professional teaching qualifications (Select the highest qualification)</b> <span style="float: right;">√</span>								
5	Two-year teachers' certificate (Example: Primary Teachers' Certificate (PTC), Secondary Education Certificate (SEC))								
6	Adult Basic education and training (ABET) Practitioners Diploma/Higher Diploma (360 credit Level 6)								
7	National Higher Certificate in Adult Basic Education and Training Practice								
8	National Diploma in Adult Basic Education and Training Practice								
9	One-year National Teachers' Diploma (Workshop/Technical)								
10	Three-year teachers' diploma (Example: Primary Teachers' Diploma (PTD), Secondary Teachers' Diploma (STD), Secondary Education Diploma (SED))								
11	National Professional Diploma in Education (240/360 credit)								
12	Three-year Diploma: Grade R Teaching								
13	Four-year Higher Diploma in Education								
14	Four-year professional teaching degree (Example: Bachelor of Primary Education (B Prim Ed), Bachelor of Secondary Education (B Sec Ed), Bachelor of Arts in Education (BA Ed), 480 credit Bachelor of Education (B Ed) <i>(old and new with effect from (w e f) 2015)</i> )								
15	One-year postgraduate professional teaching qualification (Example: Higher Diploma in Education (Postgraduate) (HDE (pg)), Postgraduate Certificate in Education (PGCE), Advanced Diploma: Teaching <i>(new with effect from (w e f) 2012)</i> , National Higher Diploma: Education)								
16	One-year National Higher Diploma/ Bachelor of Technology (B Tech): Post-School Education								
17	Diploma in Tertiary Education/Postgraduate Certificate in Higher Education								
	<b>First academic or occupational qualifications</b> <span style="float: right;">√</span>								
18	Three-year approved Bachelor's degree								
19	Four-year approved professional Bachelor's degree (Example: Bachelor of Engineering (B Eng), Bachelor of Music (B Mus), Bachelor of Fine Arts (B Fine Arts), Bachelor of Technology (B Tech))								
20	Three-year National Diploma (Example: National Diploma (ND): Engineering, Cost and Management Accounting, Agriculture, Tourism, Hospitality) including the National Qualifications Framework (NQF) Level 6, 360-credit Diploma								
21	Three-year National Certificate for Technicians – T3, National Certificate for Technicians –T3 (T3 meaning completed courses up to the third year in the former Technikon)								
22	Four-year National Diploma for Technicians –T4, National Diploma for Technicians – T4 (T4 meaning completed courses up to the fourth year in the former Technikon)								
	<b>Post initial/Continuing professional development qualifications (Maximum of two types in different fields provided one is an Advanced Certificate in Education (ACE))</b> <span style="float: right;">√</span>								
23	Post professional teachers' certificate (former Department of Education and Training (DET))								
24	One-year Higher Diploma in Education (which follows a three-year teachers' diploma)								
25	Diploma in Specialized Education (Example: Handicapped, Remedial, School Library)								
26	Further Diploma in Education (Example: Further Diploma in Education (FDE): Education Management)								
27	Advanced Certificate in Education								
28	Advanced Diploma in Education <i>(new with effect from (w e f) 2012)</i>								
29	One-year National Higher Diploma								
30	One-year Bachelor of Technology (Example: Education Management, Financial Management)								
31	Partially completed first Bachelor's degree (with 4 new courses which follows a recognized first professional teaching qualification)								
32	Completed first Bachelor's degree or Diploma which follows a professional teaching certificate or diploma)								
	<b>Postgraduate qualifications (Maximum of two types in different appropriate fields at the same NQF Level)</b> <span style="float: right;">√</span>								
33	Postgraduate Diploma (former Level 7/new Level 8 with effect from (w e f) 2012)								
34	Postgraduate Diploma in Education (former Level 8, course work of an Master of Education (M Ed))								

EMIS Number

35	Honor's degree (including Bachelor of Education (B Ed) Honor's and former pre-2000 Bachelor of Education (B Ed)	
36	Master's degree	
37	Doctors degree	
<b>Other recognized qualifications</b>		√
38	N3 – National Certificate + passed trade test/completed apprenticeship Matric plus 1 year of study (M +1)/ N4 – N6 National +passed trade	
39	N4/N5/N6 National Certificate	
40	National N Diploma	

Signature of Staff member

Signature of Centre Manager /PRINCIPAL