

AGREEMENT ON RECOGNITION OF IMPROVED QUALIFICATIONS IN THE PUBLIC SERVICE

RESOLUTION NO 5 OF 2014

All correspondence must be addressed to the General Secretary

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1. OBJECTIVE

- 1.1 To give effect to clause 7 of Public Service Co-ordinating Bargaining Council (PSCBC) Resolution 1 of 2012 which commits the employer to recognise the attainment of an improved qualification which is related to an employee's scope of work and enhances the employee's performance and the service delivered by the employee including an employee whose job does not require any qualification to choose a qualification that will offer progression opportunities or career pathing.

2. SCOPE

- 2.1 This agreement binds –

- 2.1.1 the employer;
2.1.2 the employees of the employer who are members of the trade union parties to this agreement; and
2.1.3 the employees of the employer who are not members of any trade union parties to this agreement but who fall within the registered scope of Council.

3. DEFINITIONS

In this agreement, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Public Service Act, 1994 (Proclamation 101 of 1994) and any Regulations made in terms of the Public Service Regulations, 2001, as amended, bears that meaning.

- 3.1. **"Bursary"** shall mean a financial assistance awarded by the state, or a Sector Education and Training Authority (SETA), to an employee of the state to assist with the costs associated with furthering studies for the attainment of an improved qualification.
- 3.2. **"NQF"** shall mean the national qualifications framework as defined in Section 1 of the national Qualifications Framework Act (Act 67 of 2008).
- 3.3. **"Improved qualification"** shall mean the attainment, subsequent to appointment in the service of a fully completed national qualification, registered on the National Qualification Framework (NQF) on a higher level than the highest relevant qualification provided that the qualification is not a requirement for appointment to the post occupied by the employee.

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- 3.4. **"Relevant Qualification"** shall mean an improved qualification which is related to an employee's scope of work and enhances the employee's performance and service delivery by the employee.
- 3.5. "SAQA" means the South African Qualifications Authority as defined in Section 1 of the National Qualification Framework Act, 2008 (Act 67 of 2008).
- 3.6. "RPL" means a process of identifying what a person knows and can do matching the skills and knowledge to specific qualification requirements. Assessing the person against those qualification requirements awarding credits where the person's skills/ knowledge match the qualification requirements and finally recording the credits awarded.
- 3.7. "In service training" means essential work experience that is part of the qualification and necessary to achieve the qualification.

4. AGREEMENT

Parties to the council agree as follows:

- 4.1.1 Each department must recognize an improved qualification which is related to an employee's scope of work and enhances the employee's performance and the service delivery by the employee.
- 4.1.2 Upon an attainment of an improved qualification an employee will receive a once-off cash bonus of 10% of the employee's annual salary notch, provided that this does not exceed 10% of the minimum notch of salary level 8.
- 4.1.3 The cash bonus referred to in paragraph (4.1.2) above will be payable with effect from 1 January 2013.
- 4.1.4 Any employee who received a state funded bursaries, either partly or in full, for the attainment of an improved qualification is not eligible for the once-off bonus referred to in paragraph (4.1.2).

5. CONDITIONS/CRITERIA FOR RECOGNITION OF IMPROVED QUALIFICATIONS

The improved qualification must where applicable consist of the following:

- 5.1 be related to the employee's scope of work and enhances the employee's performance and service delivery.
- 5.2 be a higher level qualification on the National Qualifications framework (NQF) than the minimum qualification required for appointment in the employee's specific post.
- 5.3 be successfully and fully completed.
- 5.4 be a national qualification registered on the NQF by SAQA.

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- 5.5 be a qualification provided by an institution registered by SAQA to present the specific qualification.
- 5.6 be a qualification completed and attained from 1 January 2013.
- 5.7 have not been obtained through in-service training or with state funding.
- 5.8 be a qualification that enables an employee whose job does not require any qualification to choose a qualification that will offer progression opportunities or career pathing.
- 5.9 the list of qualifications shall be updated at least annually with relevant new qualifications registered on the NQF by SAQA.
- 5.10 foreign qualifications will be considered for recognition, subject to evaluation and advice by SAQA, and subject to the provisions relating to the recognition of qualifications mentioned in paragraphs from (5.1) to (5.9) above.
- 5.11 ensure that qualifications are linked to the Human Resources Development needs of the Department.
- 5.12 it must take at least one year to complete when done through fulltime study.
- 5.13 can be obtained through fulltime study, eLearning, recognition of prior learning (RPL), distance education or any mode of study.
- 5.14 it can be a certificate, diploma, degree for academic or vocational studies.
- 5.15 it has a minimum of 120 credits as per the NQF requirements.

6. PROCESS TO BE FOLLOWED TO APPLY TO STUDY AND PAYMENT FOR CASH BONUS FOR IMPROVED QUALIFICATIONS

- 6.1 Departments must define the qualifications which are relevant and or related to their respective areas of work and which they intend to recognise.
- 6.2 The qualifications must be consulted with Labour in the respective Chambers.
- 6.3. In defining those qualifications Departments shall obtain concurrence with the Department of Public Service and Administration (DPSA) on the definition of those qualifications before they are published.
- 6.4. An employee who intends to register for an improved qualification, upon completion of which he/she wishes to be considered for the cash bonus referred to in this agreement must inform the Department which qualification he/she intends to register.
- 6.5. The Head of Department or his/her delegate shall consider the employee's request for approval and provide written feedback within "one month" from the date of submission of the request as to whether the request is approved or not, should the request not be approved, reasons for non-approval must be provided.
- 6.6. Improved qualifications completed and attained before 1 January 2013 shall not be eligible for the payment of the cash bonus.
- 6.7. An employee who attains more than one improved qualification will not qualify for more than one cash bonus.
- 6.8. After successful completion of the improved qualification, the employee shall make a formal request for the payment of the once-off cash bonus.

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- 6.9. An employee must, upon attainment of an improved qualification submit to the employer a prescribed application form for a cash bonus.
- 6.10. The application form for payment of a cash bonus for an improved qualification must be accompanied by:

- 6.10.1. an original certified copy of the improved qualification;
- 6.10.2. an original certified copy of the study record of the improved qualification;
- 6.10.3. a copy of fully completed and signed job description of the employee.

7. FUNDING

- 7.1. Heads of Department shall ensure that sufficient funds are set aside for the payment of recognition of improved qualifications to qualifying employees.

8. DISPUTE RESOLUTION

If there is a dispute about the interpretation or application of this agreement, any party may refer the matter to the Council for resolution in terms of the dispute resolution procedure of the Council.

9. IMPLEMENTATION OF THE AGREEMENT

This agreement shall come into effect on 1 January 2013. The Council will monitor the implementation of this agreement.

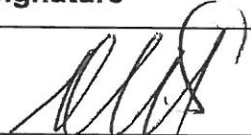
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10. SIGNATURE

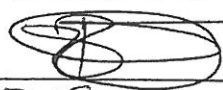
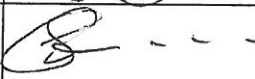
THIS DONE AND SIGNED AT CENTURION ON THIS

19TH DAY OF AUGUST 2014.

ON BEHALF OF THE EMPLOYER

	Name	Signature	Date
State as Employer	THE MBEKILI Siko		30/06/2014

ON BEHALF OF TRADE UNION PARTIES

Trade Union	Name	Signature	Date
PSA	Maleka Reuben		19/08/2014
NEHAWU	Bereang Sate		02/07/2014
POPCRU	IKOSINATHI MABHIDA		07/07/2014