



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

GUIDELINE DOCUMENT FOR FUNDS ALLOCATED FOR PRESIDENTIAL YOUTH EMPLOYMENT INTERVENTION

**PHASE II: NOVEMBER 2021 - MARCH
2022**

GUIDELINE FOR USAGE OF FUNDS ALLOCATED FOR THE PRESIDENTIAL YOUTH EMPLOYMENT INTERVENTION (PYEI) IN THE BASIC EDUCATION SECTOR

1. INTRODUCTION

The Basic Education Sector received a conditional allocation of R6 billion for the implementation of Phase II of the Presidential Youth Employment Intervention (PYEI) in the Basic Education Sector in the 2021/22 financial year.

The PYEI aims to create 287 424 employment opportunities for South African youth between November 2021 and March 2022. Of the 287 424, two-thirds or 191 616 are Education Assistants (EAs) and one-third or 95 808 are General School Assistants (GSAs). The youth will be placed in public schools around the country.

The EAs are sub-categorised into those assisting teachers in Curriculum, eCadres assisting with integration of ICT and Reading Champions who will be assisting in reading and literacy in schools while the GSA are sub-categorised into Handymen assisting in infrastructure maintenance,

The guideline document is drafted for payments of stipends of the PYEI fund allocation implemented in the Basic Education sector as allocation and the roles and responsibilities of the Provincial Education Department, District and School.

2. OBJECTIVES

The objective of the guideline is to ensure that processes related to the utilization of funds allocated for allocated for the implementation of Phase II of PYEI are standardised and consistent across all provinces. To ensure that all assistants receive their payments timeously every month.

3. GUIDING PRINCIPLE

- 3.1 **Transparency, openness, accessibility** – Funds allocated for payments of stipends are utilized for the intended purpose, reported in an open, accessible and transparent system.
- 3.2 **Accountability** – Funds allocated are accounted for accordingly by all levels and reports provided in accordance with the Public Finance Management Act (PFMA).
- 3.3 **Proactiveness** in management of risk linked to handling government money.
- 3.4 **Auditability** – the funds allocated and reports thereof should be auditable.
- 3.5 **Common Standards and Consistency** - ensure uniformity in application of the laws, rules and regulations pertinent to the various public funds transactions.
- 3.6 **Compliance** – with the PFMA prescripts and relevant National Treasury regulations.

4. FUNDS ALLOCATED

PROVINCE	No. of learners	NUMBER OF JOB OPPORTUNITIES PER PROVINCE	(A) Minimum wage R21,69 = R3817,44 per month Proposed Stipends	(B) UIF 1 % of the employer contribution	(C) TRAINING	(D) OPERATIONAL BUDGET	2021/22 contract of 5 months from November 2021 to March 2022	
			R '000					TOTAL (2021/22)
EC	1,778,000	40,316	R769,513	R7,695	R58,070	R6,314	R841,591	
FS	706,500	16,020	R305,771	R3,058	R23,074	R2,509	R334,412	
GT	2,241,100	50,816	R969,941	R9,699	R73,195	R7,958	R1,060,793	
KZN	2,827,700	64,117	R1,223,819	R12,238	R92,353	R10,041	R1,338,452	
LP	1,694,800	38,429	R733,504	R7,335	R55,352	R6,018	R802,210	
MP	1,083,500	24,568	R468,935	R4,689	R35,387	R3,847	R512,859	
NC	299,600	6,793	R129,666	R1,297	R9,785	R1,064	R141,811	
NW	847,690	19,221	R366,877	R3,669	R27,686	R3,010	R401,242	
WC	1,197,100	27,144	R518,101	R5,181	R39,097	R4,251	R566,630	
Total	12,675,990	287,424	R5,486,127	R54,861	R414,000	R45,012	R6,000,000	
TOTAL ALLOCATION TO PEDs							R6,000,000	

The Details of the funds allocated

(a) Stipends

- Minimum wage is R21,69 per hour X 8 hours X 22 days (maximum work days per month excluding weekends) = R 3817,44 which includes 1% of the UIF contribution of the employee (youth)

(b) UIF

- UIF contribution of the employer (1% of employee stipend)

(c) Training allocation

Training Categories

Category	Target
Orientation + SOP (COVID-10) & NSSF	287 424
Curriculum	191 616
eCadres (ICT)	22 000
Reading Champions	22 000
Sport and Enrichment Assistants (SEA)	22 000
Child and Youth Care Workers (CYCW)	900
Handymen (School Infrastructure)	22 000
Digital Skills	287 424
Financial Management	287 424
Digital Skills for officials	22 000 schools

(i) Spending items and sub-items for training categories:

- ✚ Venues and Facilities (Face to face training, where possible this method should be minimized, preferably this method should be for schools with connectivity issues)
- ✚ Payment of training facilitators (External Facilitators – where applicable)
- ✚ Training materials (Printed, videos or online downloads, its preferable to use electronic material)
- ✚ Handymen resources for practical training (tools of trade - Maximum allocation per handyman R 500, tools such as tool box should be lefts with the school)
- ✚ Catering (within Treasury guidelines)

(ii) Data allocation to employed youth

- ✚ Schools be provided with monthly allocation (R30 per youth employed per school/ minimum of R300 maximum of R500) to top-up their data for youth to connect to the schools' gadget (Wifi, Hotspot). The school appointing more than 12 youth should receive maximum allocation.
- ✚ Employed youth be allocated data to be able to connect to trainings and complete assessments after school hours. Youth be allocated R70 X 4 month = R350 for data
- ✚ PEDs negotiate with service providers for reasonable gigs to allocate to youth (20gig daytime & 30gig night time data @ R70 or less)
- ✚ Options to allocate data

- i. Direct allocation of data to youth by PED then reverse the bill to the department
- ii. Transfer of funds to schools to buy bulk data as well as include in the salaries of youth allocated amount for data.
- iii. Schools pay the amount to the youth on monthly basis.
- iv. Schools purchase data and claim back from the PED as S&T

(iii) Conditions for youth to receive data

- + First month will have no conditions, however month two going forward, the youth needs to provide evidence that they are attending the on-line training provided for the course.

(iv) Advocacy and Communication

- + 500 000 or less should be used for advocacy of the project (PYEI)
- + Broadcast Media – Radio and TV
- + Regional Radio and TV Stations (recruitment ads/ live reads)
- + Print media placement (e.g. recruitment ads and Op Eds)
- + Podcast and Blogs
- + Online media

(d) Operational Budget includes the following spending items:

(i) Compensation

- + Provincial level - New appointments or secondment of Project Team (secondment payments should comply with HR guidelines related to acting allowances (acting rank minus actual rank)
- + Only Provincial Office a Project Manager may be appointed or seconded
- + Overtime (full compliance with treasury regulations and DPSA regulations)

(ii) Goods and Services

- + Communication: Telephone, Data and Airtime (Monitoring Team, Training Team and Project Team)
- + Stationery (Printing paper, other materials)
- + Travel and Subsistence: Accommodation, Car Rental, Own transport (Monitoring Team, Training Team and Project Team)
- + Machinery and Equipment: Laptop/desktop/ printing equipment for Project Team (replacement of non-functioning equipment or procurement for newly appointed Project members)

Note:

Venue based training should comply with all strict Covid-19 protocols at all times. Where possible, face to face training should be avoided. Use of on-line as far as it is possible or Hybrid model where some training is face-to-face for **some schools that have connectivity challenges and those with connectivity, training** be on-line.

Payment to facilitators should only be considered for external facilitators. The procurement of services from external service providers should only be based on capacity challenges and approval by the Head of Department. These should be decentralized per district, so as to have various providers participating in the initiative.

PEDs at all times should ensure compliance with all policies, regulations and guidelines related to procuring of services, payment of overtime, claims, and employment, and secondment of officials. (Treasury Regulations). Procurement Directorate assist and guide on procurement processes related to spending items of the intervention.

Overtime: Payment to comply with Treasury Regulation and DPSA regulations on overtime. **No deviation from the DPSA prescripts on overtime will be allowed.** PEDs must not use any exemptions granted for other programme/project on overtime claims. e.g. exam markers.

4.1 JOB OPPORTUNITIES ALLOCATED

PROVINCE	Education Assistants (2/3 of the total job opportunities)	General School Assistants (1/3 of the total job opportunities)	Number of Job Opportunities per Province
EC	26 877	13 439	40 316
FS	10 680	5 340	16 020
GT	33 877	16 939	50 816
KZN	42 745	21 372	64 117
LP	25 619	12 810	38 429
MP	16 379	8 189	24 568
NC	4 529	2 264	6 793
NW	12 814	6 407	19 221

WC	18 096	9 048	27 144
Total	191 616	95 808	287 424

5. ROLES, RESPONSIBILITIES AND REPORTING

5.1 Department of Basic Education

- 5.1.1 Calculate the number of assistants allocated per province and the minimum wage to be paid per assistant and provide these to the provinces.
- 5.1.2 Provide the Budget Programme Structure (SCOA codes) for capturing the allocated budget to the province.
- 5.1.3 Analyze provincial expenditure reports provided monthly or when required.
- 5.1.4 Consolidate reconciled expenditure reports provided for reporting purposes.
- 5.1.5 Provide Presidency, National Treasury and other relevant stakeholders with the expenditure reports for the allocated funds.
- 5.1.6 Monitor and receive reports that Provinces transfer the UIF contribution to the Department of Labour and Employment.

5.2 Provincial Education Department

- 5.2.1 Capture the allocated budget on the following **Budget Programme Structure (SCOA)**

- **Fund: Presidential Employment Initiative Fund**
- **Programme 7: Examination and Education Related Services**
- **Sub-programme: 7.3 – Special projects**
 - **Objective** of the sub-programme = to provide for special departmentally managed intervention projects in the education system as a whole.

- **ITEM**
 - Compensation of employees
 - Goods and services
 - Machinery and equipment
 - Nonprofit institutions (NPI)

Transfer Payment

- 5.2.1.1 Provide schools with an allocation letter reflecting the number of assistants allocated to the school and the total funds to be transferred.

- 5.2.1.2 The allocation letter be provided five (5) days prior to the transferring of funds into the schools' bank account.
- 5.2.1.3 Prepare a payment schedule for the transfer of funds to the individual schools.
- 5.2.1.4 Make a direct transfer into the school's bank account in two (2) tranches.
- 5.2.1.5 The two (2) tranches should be done on or before the following dates by the PED:
- First tranche - **in** November 2021 (to have funds to pay stipends of the assistants for the months of November, December 2021 and January 2022); and
 - Second tranche - **in** January 2022 (to pay stipends of the assistants for the months of February and March 2022).
- 5.2.1.6 PEDs whose transfers are made by the District should provide districts with the allocation letter/s ten (10) days prior to the date of transfer to allow Districts to comply with issuing allocation letters five (5) days before the actual transfer into the bank account of the school.
- 5.2.1.7 Prepare a monthly reconciliation of amounts transferred to the Districts or schools for the payment of stipends.

PERSAL

- 5.2.1.8 Provide schools with allocation letter reflecting number of assistants and amounts to be paid per month to the allocated youth.
- 5.2.1.9 Capture appointed assistants on PERSAL timeously to ensure stipends are paid on time.
- 5.2.1.10 The stipends to the assistants must be in their individual accounts on the 25th of each month.
- 5.2.1.11 On months whereby the 25th is on a weekend or holiday, payments should reflect in the account of the assistant the Friday before the weekend or day before the holiday of the 25th.
- 5.2.1.12 Provide assistants 2 - 3 days' prior to receiving their payments, with a pay-slip, reflecting the amount they will receive and the UIF contribution by the employee and employer.
- 5.2.1.13 Prepare monthly reconciliation of number of youth appointed at schools against number appointed on PERSAL and payments made.
- 5.2.2 Provide DBE with a monthly expenditure report or, as and when requested, including a copy of the PERSAL and or BAS payment reports.

- 5.2.3 Transfer the UIF contribution of both the employee and employer to Department of Labour (DoL) as per the agreed dates, after registration of the assistants.
- 5.2.4 Ensure that unutilized funds are surrendered to Treasury.

5.3 Districts

- 5.3.1 Districts are to ensure that all participating schools in their respective districts should/ have received allocation letters reflecting the number of assistants allocated and the amount to be transferred five (5) days prior to the transfer date.
- 5.3.2 Prepare the payment schedule for the transfer of funds to the individual schools.
- 5.3.3 Make direct transfer of funds into the bank account of the school.
- 5.3.4 Prepare a monthly reconciliation of amounts transferred to schools for the payment of stipends.
- 5.3.5 Capture appointed assistants on PERSAL timeously to receive stipend by 25 of each month.
- 5.3.6 Ensure assistants appointed are reflecting on PERSAL for payment.
- 5.3.7 Provide PED with the expenditure report monthly or, as and when requested including a copy of the PERSAL and or BAS payment reports.

5.4 Schools

- 5.4.1 Verify the allocation amount reflected on the allocation letter is sufficient to pay all appointed assistants and communicate any discrepancies to the District.
- 5.4.2 Ensure all appointed assistants have provided an operational bank account registered in their names.
- 5.4.3 Provide assistants 2 - 3 days' prior to receiving their payments, with a pay-slip, reflecting the amount they will receive and the UIF contribution by the employee and employer.
- 5.4.4 Transfer payments into the bank account registered under the assistants' name using the electronic funds transfer (EFT).
- 5.4.5 The payment to the assistant must be in the individual assistants account on the 25th of each month.
- 5.4.6 When the 25th of a month falls over a weekend, the payment should reflect in the account of an assistant on the Friday prior to the weekend.
- 5.4.7 Use the Initial and Surname of the assistants and the abbreviations PYEI (e.g.: P President - PYEI) as reference when making the payment into the assistants'

accounts. Assistants with the same Initials and Surname, a number should be added at the end of the surname (e.g.: P President01 - PYEI).

5.4.8 **NO** assistant should be paid by cash on hand or paid via a bank account of a 3rd party, even if they are related.

5.4.9 Assistants without bank accounts should be assisted to open a bank account online or directed to the nearest banking branch to open an account.

5.4.10 Schools must ensure that on a monthly basis, the appointed assistants sign the payroll sheet as confirmation they have received their stipends and payslips/salary advice. (Samples attached)

5.4.11 Ensure assistants paid through PERSAL confirm payment was received.

5.4.12 On a monthly basis, the school should keep the following information:

- a) Number of appointed assistants;
- b) Signed attendance register by the assistants;
- c) Signed payroll;
- d) Bank statements reflecting the amounts received from the PED/District;
- e) Bank statements reflecting the individual amounts paid to the assistants; and
- f) Reconciliation of amounts received from the PED/District against funds spend.

5.4.13 Provide the District with the expenditure report and attach the bank statement reflecting the amounts paid to the assistants. This report should be provided on the third (3rd) day of the beginning of each month after the payments have been made to assistants.

5.4.14 Provide the District with proof that assistants paid through Persal have confirmed receipt of their stipends.

6. FINANCIAL MISCONDUCT

The allocated funds should be used for the intended purpose and any mismanagement or diversion/deviation of the funds for any other purpose is not permitted. Continuous monitoring will be conducted to identify any possible financial misconduct by any official entrusted with the allocated funds.

Any financial misconduct should be reported according to the relevant regulations dealing with financial misconduct. Should the misconduct be from an official, then the disciplinary procedures must be implemented whereby investigations will be done.

7. CONCLUSION

This guideline should be read in conjunction with Public Finance Management Act (PFMA), No. 1 of 1999, South African Schools Act (SASA), No. 84 of 1996 and the National and Provincial guidelines related to the transfer and usage of allocated funds.

DRAFT

SAMPLE SALARY ADVICE

Insert School logo here

PAYMENT NO	TAX NUMBER	IDENTITY NUMBER	SURNAME & INITIALS

JOB TITLE	SCHOOL

BANK NAME	ACCOUNT NUMBER	PAYMENT DATE	MONTH	GROSS SALARY	DEDUCTIONS	NET SALARY
				R3 855.61	R 76.34	R3 779.27

EARNINGS		DEDUCTIONS	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
STPEND	R3 779.27	Tax RSA	R 0.00
CASH ALLOWANCE TOWARD EMPLOYERS CONTRIBUTION FOR UIF	R 38.17	UIF	R 76.34

ANNEXURE B**Template to report Expenditure of the Budget Allocated by the school**

ITEM		AMOUNT			
Number of assistants Allocated					
Total Budget Allocated					
First transfer payment received	Date	Amount			
Second transfer payment received	Date	Amount			
Number of assistants appointed					
November	December	January	February	March	Total appointed assistants
Stipends Paid to Assistants (Transfer and PERSAL)					
November	December	January	February	March	Total amount paid to assistants (Stipend)

Budget	Expenditure (Totals Stipends paid)	Available Budget	% Spent

ANNEXURE C

Template to report Expenditure of the Budget Allocated by the Province and District

ITEM	BUDGET	COMMITMENTS	EXPENDITURE	AVAILABLE BUDGET	% SPENT
Stipends					
Employee UIF (1% Stipend)					
Employer UIF (1% Stipend)					
Training					
Advocacy					
Data Allocation					
Operational Budget/ Project Management					
TOTAL					

Number of assistants appointed	Number of assistants paid stipends	Number of assistants awaiting stipend payment	Number of assistants UIF has been transferred to DoL	Number of assistants awaiting transfer of UIF to DoL

ANNEXURE S – SAMPLE / TIMESHEETS / ATTENDANCE REGISTERS

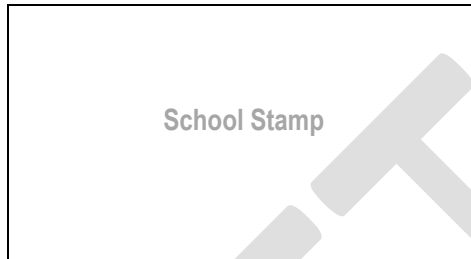
TO BE USED AS TIMESHEET FOR EA OR GSA REPORTED FOR DUTY

TO BE USED AS TIMESHEET FOR EA OR GSA REPORTED FOR DUTY

ANNEXURE E

DECLARATION LETTER BY SCHOOL PRINCIPALS AND SGBS

DECLARATION FOR CORRECTNESS OF INFORMATION



I _____ the Principal and I _____ the SGB Chairperson

of _____ Declare that the information provided to the circuit and district office on the
Presidential Youth Employment **Intervention** (PYEI) is correct

Signature

Date

Signature

Date

ANNEXURE F

I _____ ID NUMBER _____

Accept the placement offer of EDUCATION ASSISTANT / GENERAL SCHOOL ASSISTANT

At _____ School on _____ 2021

I further declare that:

- I am within the required age
- I am residing at the location of the school
- I am the only one from my home appointed in the PYEI
- I and NOT in Education, NOT in Employment, NOT in Training (NEET)
- I am NOT receiving government grants (NSFAS, Funza Lushaka, other COVID grant/s,
- I am NOT receiving any other form of WAGE or SALARY
- I have NO criminal record/s
- I will attend all compulsory trainings
- I will also attended three additional trainings

SIGNATURE

DATE

I _____ the principal of _____ confirm that this declaration was signed in my presence and contents therefore explained to the assistant who has confirmed that HE/SHE by signing understands the contents.

SIGNATURE

DATE

School Stamp