**Memorandum from the Parliamentary Office**

**NATIONAL ASSEMBLY**

**FOR WRITTEN REPLY**

**QUESTION 721**

**DATE OF PUBLICATION OF INTERNAL QUESTION PAPER: 24/03/2017**

**(INTERNAL QUESTION PAPER 11 OF 2017)**

**Mr A P van der Westhuizen (DA) to ask the Minister of Higher Education and Training:**

(1) What are the (a) critical performance indicators and (b) weight of each of the indicators in the performance agreements between his department and the principals of public technical and vocational education and training colleges;

(2) (a) when was the last round of evaluations undertaken and (b) which period was covered during the evaluation;

(3) (a) what are the various categories in which the scores obtained are classified and (b) what was the spread of final scores achieved by the college principals in the evaluation process?

**NW780E**

**REPLY:**

(1)(a) The Critical Performance Indicators are tabulated below.

|  |  |  |
| --- | --- | --- |
| **Activities** | **Performance Indicators** | **(b) Weight %** |
| **College management and governance*** College Council committees supported, Academic Board and Board committee supported
* Government Framework defined and compliance monitored and overseen
* IT information standards complied with
* College Risk management strategy operationalised and overseen
* College financial management system established, managed and monitored
* College human resources management system established, managed and monitored
 | * 4 council meetings and effectively organised (Finance, Audit and Risk, HR, Marketing, Estate and Facilities), 4 Academic Board meetings, decisions reported to college council
* Strategic Plan submitted to Department by the predetermined date of 28 August
* College policies in place
* Delegation of authority and policies are being disseminated to all sites of service delivery
* Information Technology policy is in place
* Correct activities will be defined and implemented where necessary
* Risk Management Policy adopted by College Council
* The budget will be aligned to the strategic plan
* Cost centre appointed in writing
* Audited financial statements submitted to Department on an annual basis by the due date
* HR policies to be approved
* College employment equity plan has been addressed
* College workplace skills plan in place
* Human resource in relation to recruitment, employment and pay administration and benefits, training and development, performance reviews and annual appraisals conducted by the specific timelines
* Job descriptions of all staff are signed
 | 30% |
| **Curriculum****responsiveness and marketing*** All vocational and occupational programmes effectively implemented and impact monitored
* All Vocational programmes effectively implemented and impact monitored
* Assessment and examination process effectively implemented and monitored
* Marketing plan effectively implemented
* Business partnership established and operationalised
 | * All programme development and delivery compliance requirements were met.
* NC(V) delivery as per Department is being delivered as well as Report 191 programmes
* Standardised vocational programme offerings are managed and performance monitored in accordance with national curriculum guidelines
* Appropriate student material, equipment and other resource requirements identified and procured in line with supply chain policy.
* Marketing resulted in increased enrolment due to marketing plan
* Marketing of programmes scheduled and conducted in the Region
* Artisan development in place where students are participating in apprenticeship.
* All students are registered electronically as per Department requirements
 | 20% |
| **Student management and support*** Bursary scheme overseen
* Effect graduate tracking system implementation and monitored
* Students experiential training, workplace based employment and entrepreneurial opportunities facilitated and monitored
* Student governance implemented
 | * Student support unit in place and 90% of needy students receive tuition bursaries and a small amount towards transport
* Students’ performance monitored through HoDs
* Means tests used to allocate bursaries
* Reports are sent to NSFAS, Department and College Council
* 250 Students placed in workplace experiential training
* Students are supported for employment and learnership placement
* Student support unit operational plan is in place
* Employment and entrepreneurial activities monitored
* There is a functional Student Representative Council (SRC) and it is represented in the College Council
 | 15% |
| **Teaching and learning management*** Quality vocational education and training provision monitored
* Provision of quality facilities facilitated and overseen
* Parents and community stakeholders effectively engaged
 | Progress towards the achievement of the following strategic targets monitored on a monthly basis through meetings:* The attendance rate is at 75% with few months left before exams
* The campus facilities maintained to meet the standards
* Parents meetings are taking place
* Information communicated by means of web-site
 | 20% |
| **Infrastructure and estate management*** Facilities and infrastructure management plan, implementation and monitored and reported
* Management of asset overseeing
* Health and safety

Compliance implemented and monitored* Inclusive education access facilitated
 | * Current and planned programme delivery adequately supported by campus facilities and infrastructure
* Sub-contractors and service providers managed against service level agreements and project plans.
* Reporting to College Council on infrastructure projects
* Projects completed as per plans
* Maintain and update asset register
* Health and safety policy implemented
* Regular health and safety inspections conducted
* Health and safety representatives
* Compliance monitored
* Non-compliance addressed as per policy
* Access ramps are built
 | 15% |

(2) The last round of moderation of performance evaluation was held on 29 November 2016 for the 2015/16 financial year.

(3)(a) Chapter 4 of the Senior Management Service (SMS) handbook on Performance Management was used (pages 29 and 30). The categories are tabulated below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Groups**  | **Percentages**  | **Performance Categories**  | **Percentages**  | **Outcomes**  |
| Below satisfactory performance | 99% and below  | Unacceptable performance  | 69% and below  | No notch increase No bonus  |
| Performance not fully effective  | 70% - 99% | No notch increase No bonus |
| Satisfactory Performance  | 100% - 129%  | Performance fully effective  | 100% - 129%  | Notch increase No cash bonus   |
| Above satisfactory performance  | 130% and above  | Performance significantly above expectations  | 130% - 149%  | Notch increase Cash bonus: 5% - 9%  |
| Outstanding performance  | 150% -167% | Notch increase Cash bonus : 10% - 14%  |

(b) The achievements of TVET College Principals in the evaluation process are tabulated below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category**  | **Percentage / Score**  | **Bonus Percentage**  | **Achievements of TVET College Principals**  |
| **B** | 130% | 5% | 3 |
| 133% | 6% | 3 |
| 135% | 6% | 2 |
| 144% | 8% | 1 |
| **A** | 150 %  | 10% | 2 |
| 152% | 10% | 3 |
| 153% | 11% | 2 |
| 157% | 12% | 1 |

CONTACT PERSONS:

EXT:

DIRECTOR – GENERAL

STATUS:

DATE:

QUESTION 721 APPROVED/NOT APPROVED/AMENDED

Dr BE NZIMANDE, MP

MINISTER OF HIGHER EDUCATION AND TRAINING

STATUS:

DATE: