

PLEASE READ THIS FIRST**PURPOSE OF THIS FORM:**

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.

WHO FILLS IN THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998.

SEND TO:

Employment Equity Registry
 The Department of Labour
 Private Bag X 117
 Pretoria, 0001
 Telephone: 012 3094000
 Facsimile: 012 3094737 / 3094188
 E-mail: ee@labour.gov.za

SECTION A: EMPLOYER DETAILS

Trade name	TSHWANE UNIVERSITY OF TECHNOLOGY
DTI registration name	N/A
DTI registration number	N/A
PAYE/SARS number	7650752050
UIF reference number	U650752050
EE reference number	16069
Industry/Sector	Higher Education
Seta classification	ETDP
Telephone number	Tel: (012) 382 5906
Fax number	Tel: (012) 382 4296
Email address	RedelinghuysKA@TUT.AC.ZA
Postal address	Private bag X680 PRETORIA
Postal code	0001
City/Town	Pretoria
Province	Gauteng
Physical address	StaatsArtillerie Road Building 21 Room 352
Postal code	0002
City/Town	Pretoria
Province	Gauteng
Details of CEO at the time of submitting this report	
Name and surname	Professor Errol Tyobeka
Telephone number	(012) 382 4112
Fax number	(012) 382 5422
Email address	TyobekaEM@TUT.ac.za
Details of Senior Manager for Employment Equity at the time of submitting this report	
Name and surname	Vicky Tlhabanelo
Telephone number	Tel: (012) 382 4749
Fax number	Tel: (012) 382 4296
Email address	TlhabaneloV@TUT.ac.za
Business type	
<input type="checkbox"/> Private Sector <input type="checkbox"/> Parastatal <input type="checkbox"/> National Government <input type="checkbox"/> Provincial Government <input type="checkbox"/> Local Government <input checked="" type="checkbox"/> Educational Institution <input type="checkbox"/> Non-profit Organization	
Information about the organization at the time of submitting this report	
Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input checked="" type="checkbox"/> 150 or more
In terms of Section 14 of the Act, are you voluntary complying?	Yes <input checked="" type="checkbox"/> No
Is your organization an organ of State?	<input checked="" type="checkbox"/> Yes No
Date of submitting this report	30 November 2006 (Extension granted)

Section B: Workforce Profile**1. Occupational Categories**

1.1 Please report the total number of employees (including employees with disabilities) in each of the following occupational categories.

Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Categories	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, Senior Officials and Managers	25	2	4	5	0	0	11	36	0	0	83
Professionals	195	5	13	84	5	15	233	303	8	3	864
Technicians and Associate Professionals	78	1	4	60	2	4	71	84	1	0	305
Clerks	213	3	0	251	10	13	310	47	0	0	847
Service and Sales Workers	47	0	0	24	1	0	6	3	0	0	81
Skilled Agricultural and Fishery Workers	0	0	0	0	0	0	0	0	0	0	0
Craft and Related Trades Workers	34	1	0	0	0	0	0	21	0	0	56
Plant and Machine Operators and Assemblers	56	0	0	0	0	0	1	6	0	0	63
Elementary Occupations	126	1	0	187	0	0	1	4	0	0	319
TOTAL PERMANENT	774	13	21	611	18	32	633	504	9	3	2618
Non-permanent Employees	1386	12	30	995	25	22	1048	961	0	0	4479
GRAND TOTAL	2160	25	51	1606	43	54	1681	1465	9	3	7097

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

- Foreign nationals include all staff who have work permits.

1.2 Please report the total number of employees **with disabilities only** in each of the following occupational categories:

Note: A = Africans, C = Coloureds, I = Indians and W = Whites

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, Senior Officials and Managers	1	0	0	2	1	0	0	0	0	0	4
Professionals	4	0	2	6	0	1	1	3	0	0	17
Technicians and Associate Professionals	6	0	0	6	1	0	0	3	0	0	16
Clerks	7	0	0	2	13	0	0	9	0	0	31
Service and Sales Workers	2	0	0	0	0	0	0	0	0	0	2
Craft and Related Trades Workers	0	0	0	1	0	0	0	0	0	0	1
Plant and Machine Operators and Assemblers	1	0	0	1	0	0	0	0	0	0	2
Elementary Occupations	2	0	0	0	0	0	0	0	0	0	2
TOTAL PERMANENT	23	0	2	18	15	1	1	15	0	0	75
Non-permanent Employees	3	0	0	1	0	0	1	3	0	0	8
GRAND TOTAL	26	0	2	19	15	1	2	18	0	0	83

*Note: The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

2. Occupational Levels

2.1 Please report the total number of employees (including employees with disabilities) in each of the following occupational levels.

Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	7	0	0	0	0	0	0	3	0	0	10
Senior Management	20	1	3	5	0	0	9	29	0	0	67
Professionally qualified and experienced specialists and mid-management	210	9	17	117	6	17	319	379	8	3	1085
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	195	1	1	151	10	15	283	79	1	0	736
Semi-skilled and discretionary decision making	259	2	0	162	2	0	21	14	0	0	460
Unskilled and defined decision making	83	0	0	176	0	0	1	0	0	0	260
TOTAL PERMANENT	774	13	21	611	18	32	633	504	9	3	2618
Non-permanent Employees	1386	12	30	995	25	22	1048	961	0	0	4479
GRAND TOTAL	2160	25	51	1606	43	54	1681	1465	9	3	7097

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.
 - Foreign nationals include all staff who have work permits.

2.2 Please report the total number of employees **with disabilities only** in each of the following occupational levels:

Note: A = Africans, C = Coloureds, I = Indians and W = Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	1	0	0	2	1	0	0	0	0	0	4
Professionally qualified and experienced specialists and mid-management	8	0	2	12	1	0	1	8	0	0	32
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	8	0	0	2	6	1	0	7	0	0	24
Semi-skilled and discretionary decision making	6	0	0	2	7	0	0	0	0	0	15
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	23	0	2	18	15	1	1	15	0	0	75
Non-permanent Employees	3	0	0	1	0	0	1	3	0	0	8
GRAND TOTAL	26	0	2	19	15	1	2	18	0	0	83

*Note: The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

2.3 Core operational functions and Support functions by occupational level

Job evaluation or grading system, as illustrated in the EEA9, are used to measure a job in terms of content in order to establish its worth or value in relation to other jobs in an organization. The worth or value of a job is represented on a vertical axis as an occupational level. A job could either be a Core operation function or a Support Function. Core Operation Function positions are those that directly relate to the core business of an organization and may lead to revenue generation, e.g. sales, production, etc. Whereas Support Functions positions provide infrastructure and other enabling conditions for revenue generation, e.g. human resources, corporate services, etc. Please indicate on table 2.3.1 the number of employees that are in Core Operation Function positions and in table 2.3.2 the number of employees that are in Support Function positions at each occupational level.

2. Occupational Levels

2.3.1 Please report the total number of employees (including employees with disabilities) that are involved in **Core Operation Function** positions at each level in your organization. Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	161	6	15	77	5	13	219	298	8	3	805
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	33	0	0	13	1	2	13	8	0	0	70
Semi-skilled and discretionary decision making	0	0	0	2	0	0	0	0	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	194	6	15	92	6	15	232	306	8	3	877
Non-permanent Employees	268	5	19	131	4	10	411	520	0	0	1368
GRAND TOTAL	462	11	34	223	10	25	643	826	8	3	2245

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

- Foreign nationals include all staff who have work permits.

- Core Operation Function = Person Category: Instruction/Research Professionals (1)

2. Occupational Levels

2.3.2 Please report the total number of employees (including employees with disabilities) that are involved in **Support Function** positions at each level in your organization. Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	7	0	0	0	0	0	0	3	0	0	10
Senior Management	20	1	3	5	0	0	9	29	0	0	67
Professionally qualified and experienced specialists and mid-management	49	3	2	40	1	4	100	81	0	0	280
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	162	1	1	138	9	13	270	71	1	0	666
Semi-skilled and discretionary decision making	259	2	0	160	2	0	21	14	0	0	458
Unskilled and defined decision making	83	0	0	176	0	0	1	0	0	0	260
TOTAL PERMANENT	580	7	6	519	12	17	401	198	1	0	1741
Non-permanent Employees	1118	7	11	864	21	12	637	441	0	0	3111
GRAND TOTAL	1698	14	17	1383	33	29	1038	639	1	0	4852

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

- Foreign nationals include all staff who have work permits.

- Support Function positions = Includes the following Person Categories: Specialist/Support Professional (3), Crafts/Trades (6), Non-Professional Administrative (5), Service Employee (7), Executive/Administrative/Managerial Professional (2), Technical Employee (4)

Section C: Workforce movement**3. Recruitment**

3.1 Please report the total number of new recruits (including employees with disabilities).

Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	1	0	0	0	0	0	0	0	0	0	1
Senior Management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	8	3	0	1	0	1	9	8	0	0	30
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	8	0	0	7	1	0	1	2	0	0	19
Semi-skilled and discretionary decision making	5	0	0	3	0	0	0	0	0	0	8
Unskilled and defined decision making	0	0	0	2	0	0	0	0	0	0	2
TOTAL PERMANENT	22	3	0	13	1	1	10	10	0	0	60
Non-permanent Employees	885	5	19	693	11	11	532	498	0	0	2654
GRAND TOTAL	907	8	19	706	12	12	542	508	0	0	2714

*Note: The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

3. Recruitment

3.2 Please report the total number of new recruits **with disabilities only** in each of the following occupational levels:

Note: A = Africans, C = Coloureds, I = Indians and W = Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	0	0	0	0	1	1	0	0	0	0	2
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	0	1	1	0	0	0	0	2
Non-permanent Employees	2	0	0	1	0	0	1	1	0	0	5
GRAND TOTAL	2	0	0	1	1	1	1	1	0	0	7

*Note: The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

4. Promotion

4.1 Please report the total number of promotions into each occupational level, including people with disabilities.

Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	3	0	1	1	0	0	5	2	0	0	12
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	9	0	0	7	0	0	9	1	0	0	26
Semi-skilled and discretionary decision making	3	0	0	2	0	0	0	0	0	0	5
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	15	0	1	10	0	0	14	3	0	0	43
Non-permanent Employees	1	0	0	1	0	0	1	0	0	0	3
GRAND TOTAL	16	0	1	11	0	0	15	3	0	0	46

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

- Includes post level and notch corrections as well as post level corrections.

It must be noted that a moratorium in September 2005 was placed on the promotion of staff members in lieu of the development of policy on promotion.

4. Promotion

4.2 Please report the total number of promotions involving people **with disabilities** only in each of the following occupational levels.

Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	0	0	0	0	0	0	0	1	0	0	1
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	0	0	0	0	1	0	0	1
Non-permanent Employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	0	0	0	0	1	0	0	1

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.
 - Includes post level and notch corrections as well as post level corrections.

It should be noted that a moratorium was placed on the promotion of staff members in September, pending the development of the policy on promotion.

5. Termination

5.1 Please report the total number of terminations in each occupational level, including people with disabilities.

Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	1	0	0	0	0	0	0	0	0	0	1
Senior Management	1	0	0	0	0	0	2	2	0	0	5
Professionally qualified and experienced specialists and mid-management	5	0	0	1	0	1	4	11	0	1	23
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	10	1	0	7	0	0	4	9	0	0	31
Semi-skilled and discretionary decision making	7	0	0	4	0	0	0	0	0	0	11
Unskilled and defined decision making	1	0	0	4	0	0	0	0	0	0	5
TOTAL PERMANENT	25	1	0	16	0	1	10	22	0	1	76
Non-permanent Employees	19	1	1	14	1	0	21	25	0	0	82
GRAND TOTAL	44	2	1	30	1	1	31	47	0	1	158

*Note: The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

5. Termination

5.2 Please report the total number of terminations involving people with disabilities only in each of the following occupational levels. Note: A = African; C = Coloured; I = Indian; W = White

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	1	0	0	0	0	0	0	0	0	0	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	1	0	0	0	0	0	0	0	0	0	1
Non-permanent Employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	0	0	0	0	0	0	0	0	0	1

*Note: The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

5. Termination

5.3 Please report the total number of terminations in each termination category, including people with disabilities.

Note: A = African, C = Coloured, I = Indians and W = Whites

Terminations	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Resignation	31	2	1	22	1	1	24	33	0	1	116
Dismissal - Operational requirements (retrenchment)	0	0	0	0	0	0	0	1	0	0	1
Dismissal - misconduct	4	0	0	1	0	0	0	0	0	0	5
Retirement	1	0	0	3	0	0	7	12	0	0	23
Death	8	0	0	3	0	0	0	1	0	0	12
Other	0	0	0	1	0	0	0	0	0	0	1
GRAND TOTAL	44	2	1	30	1	1	31	47	0	1	158

*Note:

5. Termination

5.4 Please report the total number of terminations involving people **with disabilities only** in each termination category below.

Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	0	0	0	0	0	0	0	0	0	0	0
Dismissal - Operational requirements (retrenchment)	0	0	0	0	0	0	0	0	0	0	0
Dismissal - misconduct	0	0	0	0	0	0	0	0	0	0	0
Death	0	0	0	0	0	0	0	0	0	0	0
Retirement	1	0	0	0	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	0	0	0	0	0	0	0	0	0	1

*Note:

Section D: Disciplinary Action (This section is not applicable to small employers)

6. Disciplinary action: (report the total number of disciplinary actions during the twelve months preceding this report).

Report on formal outcomes only. Note: A = African, C = Coloured, I = Indians and W = Whites

Disciplinary Action	Male			Female				Male	Foreign Nationals		Total
	A	C	I	A	C	I	W	W	Male	Female	
	5	0	0	3	0	0	0	1	0	0	9

Section E: Skills Development**7. Training**

7.1 Please report the total number of employees who received training (including employees with disabilities) and not the number of training courses attended, in each of the following occupational categories. Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Categories	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, Senior Officials and Managers	13	0	2	2	0	0	7	16	0	0	40
Professionals	39	3	5	25	2	2	98	88	3	1	266
Technicians and Associate Professionals	24	1	1	24	1	2	26	13	0	0	92
Clerks	74	2	0	95	2	7	113	16	0	0	309
Service and Sales Workers	13	0	0	8	1	0	3	0	0	0	25
Craft and Related Trades Workers	3	0	0	0	0	0	0	3	0	0	6
Plant and Machine Operators and Assemblers	3	0	0	0	0	0	1	3	0	0	7
Elementary Occupations	8	0	0	26	0	0	1	0	0	0	35
TOTAL PERMANENT	177	6	8	180	6	11	249	139	3	1	780
Non-permanent Employees	60	1	3	71	1	4	75	44	0	0	259
GRAND TOTAL	237	7	11	251	7	15	324	183	3	1	1039

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

- This is the actual number of individual staff members who attended training. An individual staff member could attend more than one training session during the year.

7. Training

7.2 Please report the total number of employees **with disabilities only**, and not the number of training courses attended, who received training in each of the following occupational categories. Note: A = Africans, C = Coloureds, I = Indians and W = Whites

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, Senior Officials and Managers	0	0	0	1	0	0	0	0	0	0	1
Professionals	1	0	1	0	0	1	0	1	0	0	4
Technicians and Associate Professionals	1	0	0	2	1	0	0	0	0	0	4
Clerks	3	0	0	0	10	0	0	4	0	0	17
Service and Sales Workers	0	0	0	0	0	0	0	0	0	0	0
Craft and Related Trades Workers	0	0	0	1	0	0	0	0	0	0	1
Plant and Machine Operators and Assemblers	0	0	0	1	0	0	0	0	0	0	1
Elementary Occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	5	0	1	5	11	1	0	5	0	0	28
Non-permanent Employees	1	0	0	0	0	0	0	2	0	0	3
GRAND TOTAL	6	0	1	5	11	1	0	7	0	0	31

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

- This is the actual number of individual staff members who attended training. An individual staff member could attend more than one training session during the year.

7. Training

7.3 Please report the total number of employees (including employees with disabilities), and not number of training courses attended, who received training in each of the following occupational levels. Note: A = African, C = Coloured, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	4	0	0	0	0	0	0	2	0	0	6
Senior Management	9	0	1	1	0	0	5	10	0	0	26
Professionally qualified and experienced specialists and mid-management	51	6	7	40	2	5	133	104	3	1	352
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	69	0	0	63	3	6	104	21	0	0	266
Semi-skilled and discretionary decision making	32	0	0	48	1	0	7	2	0	0	90
Unskilled and defined decision making	12	0	0	28	0	0	0	0	0	0	40
TOTAL PERMANENT	177	6	8	180	6	11	249	139	3	1	780
Non-permanent Employees	60	1	3	71	1	4	75	44	0	0	259
GRAND TOTAL	237	7	11	251	7	15	324	183	3	1	1039

*Note: - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

- This is the actual number of individual staff members who attended training. An individual staff member could attend more than one training session during the year .

7. Training

7.4 Please report the total number of employees **with disabilities only**, and not the number of training courses attended, who received training in each of the following occupational levels. Note: A = Africans, C = Coloureds, I = Indians and W = Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	1	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	4	0	1	1	1	0	0	2	0	0	9
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	0	0	0	2	5	1	0	3	0	0	11
Semi-skilled and discretionary decision making	1	0	0	1	5	0	0	0	0	0	7
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	5	0	1	5	11	1	0	5	0	0	28
Non-permanent Employees	1	0	0	0	0	0	0	2	0	0	3
GRAND TOTAL	6	0	1	5	11	1	0	7	0	0	31

*Note: The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.

- This is the actual number of individual staff members who attended training. An individual staff member could attend more than one training session during the year .

Section F: Qualitative Assessment (This section is not applicable to small employers)

8. Awareness of Employment Equity

8.1 Please indicate which of the following awareness measures were implemented by your organization:

	No. of employees covered	Yes	No	Please explain
Formal written communication	2356	X		An Estimated 90% of permanent staff has access to computers where EE policies and other related information are communicated / displayed.
Policy statement includes reference to employment equity	2356	X		An Estimated 90% of permanent staff has access to computers where EE policies and other related information are communicated / displayed.
Summary of the Act displayed.		X		Act displayed at all campuses
Employment Equity training	223	X		Voluntary training at present
Diversity management programmes	223	X		Voluntary training at present
Discrimination awareness programmes	223	X		Voluntary training at present
Other (Please specify):				
Total	5381			

9. Consultation

9.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan and in preparing this Employment Equity Report:

	Yes	No	Please explain
Workplace forum (in terms of the LRA)		X	During 2005, other platforms existed for engagement with the two unions.
Consultative body or employment equity forum	X		An interim Employment Equity and Training Forum was in place. It was made up of ex-officio staff members and the two unions who are key stakeholders in the implementation process.
Registered trade union (s)	X		Two unions at TUT: NUTESA and NEHAWU
Employees	X		The assumption is that employees were represented at this Forum through their registered trade union.
Other (Please specify): Ex-officio representation	X		Members of the committee who are involved in the process by virtue of their position at TUT, i.e. Skills Development Facilitator, Quality Promotion, Corporate Relations, Strategic Planning, Human Resources, Registrar Office for TUT, the Assigned Senior Manager as Chair, and the Employment Equity Office, etc.

9.2 What was the level of agreement reached in the formulation of the plan? Please choose one.
Some level of agreement was reached towards the start of the development of the EE plan even though final structures were not in place.

Total	Sufficient	Some	None
		X	

9.3 How regularly do you meet with the stakeholders mentioned in 9.1? Please choose one.

All meetings were conducted on the basis of formal meeting procedures that include the recording of minutes and setting of agendas.

Weekly	Monthly	Quarterly	Yearly	Other
	X			

10. Analysis

10.1 Please indicate in which categories of employment policy or practices barriers to employment equity were identified:

Categories	Yes	No	Please explain
Recruitment procedures		X	In the interim phase of the merger of TUT, we used existing policies from the previous 3 institutions to address recruitment procedures. In those policies, EE priorities were specified.
Advertising positions		X	Internal staff members were given preference in these processes as advertising was done mainly internally. We thus had an opportunity to benefit our own staff. Internal processes of recruitment and appointments were used to address EE in this category. In exceptional cases staff members were appointed from external sources.
Selection criteria		X	The determination of criteria is based on basic job requirements, and is decided beforehand.
Appointments		X	Preference was given to the appointment of people from designated groups. Refer to 3.1 of this Report, 67% were Black. There were cases where the availability of designated group members was limited.
Job classification and grading	X		Current inequalities do exist. The harmonizing exercise, amongst others, addressed salary differences in scales. Job grading and classification were not addressed in this exercise, but is receiving urgent attention.
Remuneration and benefits		X	The harmonizing exercise in 2005 integrated the salaries and benefits for the three former institutions into a unified TUT scale.
Terms and conditions of employment		X	No barriers were identified under the terms and conditions of employment. TUT staff members from the three previous institutions' conditions of service were harmonized in terms of the collective agreement in 2005.
Job assignments	X		In the absence of appropriate formal structures and job profiles, there was, to a large extent, unfair distribution of work within the same positions.
Work environment and facilities	X		One of the key objectives of the merger process is to ensure an equalization of facilities and resources within TUT.
Training and development		X	Skills audit still in progress at that stage.
Performance and evaluation systems		X	Although it was not a barrier, it was still in development at this stage.
Promotions		X	With reference to 4.1 and 4.2 of this Report, 60% of the 46 promotions (including salary adjustments due to harmonization) were Black. It must be noted that a moratorium in September 2005 was placed on the promotion of staff members in lieu of the development of policy on promotion.
Transfers		X	Transfers/interim redeployments were made in terms of operational requirements.
Demotions		X	No demotions made
Succession and experience planning	X		The Policy was still under development during this period.
Disciplinary measures		X	TUT functions in terms of the official Disciplinary Code as per the Labour Relations Act.

Dismissals		X	No barriers detected here.
Corporate culture	X		During the transitional phase, a number of core objectives were established of which corporate culture was included. The development of an instrument indicating barriers in culture as well as other transformational issues in the post merged TUT was in process.
HIV and AIDS education and prevention programmes		X	TUT has an Aids Centre as well as an Employee Assistance Programme in place to assist staff where necessary. TUT had an HIV/Aids Policy in place.
Other (please specify):			

11. Affirmative Action Measures

11.1 Please indicate in which categories affirmative action measures have been implemented:

Categories	Yes	No	Please explain
Recruitment procedures	X		Although the Affirmative Action Policy was not in place and was still under development, TUT adhered to the principles of the EE Act and the Code of Good Practice, in relation to recruitment. TUT'S EE Policy was approved during this period.
Advertising positions	X		TUT adhered to the principles of the EE Act and the Code of Good Practice, in relation to advertising positions, although the Affirmative Action Policy was not in place and was still under development.
Selection criteria	X		As Affirmative Action Policy was still under development, TUT adhered to the principles of the EE Act and the Code of Good Practice, in relation to selection criteria. Selection criterion was based on minimum job requirements.
Appointments	X		Preference was given to the appointment of people from designated groups. Refer to 3.1 of this Report, 67% of appointments were Black.
Job classification and grading		X	The restructuring process following the merger was in progress (includes job profiles being compiled). Job classification and grading focuses on the position and not the employee.
Remuneration and benefits		X	Harmonization of salaries and benefits of the three former institutions was conducted during 2005. Salary scales and benefits apply to all TUT staff.
Terms and conditions of employment		X	TUT'S terms and conditions of employment apply to newly appointed staff in accordance with TUT'S applicable rules. The conditions of service for the rest of the staff members were harmonized in terms of the collective agreement that was concluded in 2005.
Job assignments		X	TUT is busy finalizing the permanent organizational structure where after job assignments will be confirmed upon completion.
Work environment and facilities	X		The upgrading and equalization of facilities and resources between the three former institutions commenced during 2005.
Training and development	X		The three former institutions' ABET programme was consolidated. Diversity training was conducted during this period for staff members.
Performance and evaluation systems	X		The team that was tasked with developing this system was demographically representative. An external consultant that assisted with this process was a BEE candidate.
Promotions		X	With reference to 4.1 and 4.2 of this Report, 60%, i.e. 28 of the 46 promotions (including salary adjustments due to harmonization) were Black. It must be noted that a moratorium in September 2005 was placed on the

			promotion of staff members <i>in lieu</i> of the development of policy on promotion.
Transfers		X	Interim redeployments were done according to operational requirements. Positions have not been confirmed, pending the finalization of the structure.
Demotions		X	No demotions.
Succession and experience planning		X	The Policy was still under development during this period.
Disciplinary measures	X		Monitoring of trends in terms of prevalence of race and gender of people involved in incidences.
Diversity programme and sensitization	X		Training being conducted
Community investment and bridging programme	X		TUT is engaging in development programmes especially in, and amongst others, mathematics and science programmes.
Retention measures		X	No retention policy for TUT at this stage.
Reasonable accommodation	X		Statement in external advertisements that preference will be given to previously disadvantaged groups.
Other (please specify):			

12. Resources

12.1 Please indicate what resources have been allocated to the implementation of employment equity during the past year:

Allocation of Resources	Yes	No	Please explain
Appointed a senior manager/s to manage the implementation and monitoring progress	X		Appointed the Deputy Vice Chancellor: Human Resources as the Assigned Senior Manager for EE at TUT.
Allocated a budget to support the implementation goals of employment equity	X		Adequate provision.
Time for employment equity consultative committee (or equivalent) to meet on a regular basis	X		Adequate time provision.
Other (Please specify):			

13. Monitoring and evaluation of implementation:

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose on **The Employment Equity and Training Committee met on a regular monthly basis, even though the Plan not yet in place.**

Weekly	Monthly	Quarterly	Yearly	Other
	X			

Section G: Progress Report

14. **Reporting period:** From 01 January 2005 to 31 December 2005

14.1 **Did you achieve the numerical targets as set out in your employment equity plan for this period?**

No Plan or targets were available during this period. The finalization of the structures at TUT had an impact on this process.

Yes	No
	X

14.2 Did you achieve the affirmative action objectives as set out in your employment equity plan for this period?

No affirmative action objectives were achieved during this period as no Plan was in place.

Yes	No
	X

14.3 If not, what were the obstacles you experienced?

We were still in the process of the finalization our organizational structures that have had an impact on the development of our Plan. See below.

What were the obstacles to reaching the employment equity goals and objectives during the past year?

Obstacles included the following: the finalization of the merger for TUT of Technikon's Northern Gauteng, North West and Pretoria, the un-finalized organisational structure has a major impact on the planning, allocation of accountability and responsibility of the plan, especially in terms of line management, the performance management and development systems were still under development, the Human Resources Plan was still being finalized, TUT'S senior management were still being appointed during this stage.

The finalization of the overall structure will only be completed in January 2007. We are, in the meantime, developing an EE plan on an overall level for TUT and a faculty and departmental level.

14.4 If yes, what factors promoted the accomplishment of your goals and objectives:

What were the factors that contributed to the accomplishment of the employment equity goals and objectives during the past year?

Reference to 14.5 Numerical Targets

TUT finalized its Institutional Operating Plan in the latter part of 2005. In this document, overall institutional numerical targets were developed using the Department of Labour guidelines and Department of Education's benchmarks in this matter. These targets are based on the figures as contained in the IOP, and will be consistently revisited as and when appropriate, especially after the finalization of the placement exercise and finalization of the TUT structure.

14.5 Please indicate the numerical goals you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of occupational categories.

Note: A = Africans, C = Coloureds, I = Indians and W = Whites.

Occupational Categories	Male			Female				Male	Foreign Nationals		Total
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and Managers	24	1	4	6	0	0	12	35	0	0	83
Professionals	204	5	13	93	5	15	224	294	8	3	864
Technicians and associate professionals	81	1	4	63	2	4	68	81	1	0	305
Clerks	221	3	0	243	10	13	302	55	0	0	847
Service and sales workers	46	0	0	23	1	0	7	4	0	0	81
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	33	1	0	1	0	0	1	20	0	0	56
Plant and machine operators and assembles	55	0	0	1	0	0	1	6	0	0	63
Elementary occupations	123	1	0	184	0	0	4	7	0	0	319
TOTAL PERMANENT	787	13	21	614	18	32	619	502	9	3	2618
Non-Permanent employees	1386	12	30	995	25	22	1048	961	0	0	4479
GRAND TOTAL	2173	25	51	1609	43	54	1667	1463	9	3	7097

14.6 Please indicate the numerical goals you have set to achieve for the total number of employees **with disabilities** at the end of your current employment equity plan in terms of occupational categories.

Note: A = Africans, C = Coloureds, I = Indians and W = Whites.

Occupational Categories	Male Female				Male				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and Managers	1	0	0	2	1	0	0	0	0	0	4
Professionals	4	0	2	6	0	1	1	3	0	0	17
Technicians and associate professionals	6	0	0	6	1	0	0	3	0	0	16
Clerks	7	0	0	2	13	0	0	9	0	0	31
Service and sales workers	2	0	0	0	0	0	0	0	0	0	2
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	1	0	0	0	0	0	0	1
Plant and machine operators and assembles	1	0	0	1	0	0	0	0	0	0	2
Elementary occupations	2	0	0	0	0	0	0	0	0	0	2
TOTAL PERMANENT	23	0	2	18	15	1	1	15	0	0	75
Non-Permanent employees	3	0	0	1	0	0	1	3	0	0	8
GRAND TOTAL	26	0	2	19	15	1	2	18	0	0	83

Note: TUT does not have EE targets for disabled staff but we do not discriminate against them.

- 14.7 Please indicate the **numerical goals** you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of Occupational levels.

Note: A = Africans, C = Coloureds, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		Total
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	6	0	0	1	0	0	1	2	0	0	10
Senior management	29	1	3	14	0	0	0	20	0	0	67
Professionally qualified and experienced specialists and mid-management	221	9	17	128	6	17	308	368	8	3	1085
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintends	197	1	1	141	10	15	280	90	1	0	735
Semi-skilled and discretionary decision making	254	2	0	157	2	0	26	19	0	0	460
Unskilled and defined decision making	80	0	0	173	0	0	4	3	0	0	260
TOTAL PERMANENT	787	13	21	614	18	32	619	502	9	3	2617
Non-Permanent employees	1386	12	30	995	25	22	1048	961	0	0	4479
GRAND TOTAL	2173	25	51	1609	43	54	1667	1463	9	3	7097

- 14.8 Please indicate the **numerical goals** you have set to achieve for the total number of employees **with disabilities** at the end of your current employment equity plan in terms of occupational categories.

Note: A = Africans, C = Coloureds, I = Indians and W = Whites.

Occupational Levels	Male Female				Male				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior management	1	0	0	2	1	0	0	0	0	0	4
Professionally qualified and experienced specialists and mid-management	8	0	2	12	1	0	1	8	0	0	32
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintends	8	0	0	2	6	1	0	7	0	0	24
Semi-skilled and discretionary decision making	6	0	0	2	7	0	0	0	0	0	15
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	23	0	2	18	15	1	1	15	0	0	75
Non-Permanent employees	3	0	0	1	0	0	1	3	0	0	8
GRAND TOTAL	26	0	2	19	15	1	2	18	0	0	83

Note: TUT does not have EE targets for disabled staff but we do not discriminate against them.

- 14.9 Please indicate the **numerical targets** you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of Occupational categories.
Note: A = Africans, C = Coloureds, I = Indians and W = Whites

Occupational Categories	Male			Female				Male	Foreign Nationals		Total
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and Managers	24	1	1	16	1	0	16	24	0	0	83
Professionals	246	16	10	164	10	8	164	246	8	3	864
Technicians and associate professionals	87	6	3	58	3	2	58	87	1	0	305
Clerks	241	15	10	161	10	8	161	241	0	0	847
Service and sales workers	23	2	1	15	1	1	15	23	0	0	81
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	16	1	0	11	1	0	11	16	0	0	56
Plant and machine operators and assembles	18	2	1	12	0	0	12	18	0	0	63
Elementary occupations	91	6	2	61	4	3	61	91	0	0	319
TOTAL PERMANENT	746	49	28	498	30	22	498	746	9	3	2618
Non-Permanent employees	1386	12	30	995	25	22	1048	961	0	0	4479
GRAND TOTAL	2132	61	58	1493	55	44	1546	1707	9	3	7097

- 14.10 Please indicate the **numerical targets** you have set to achieve for the total number of employees **with disabilities** at the end of your current employment equity plan in terms of occupational categories.
Note: A = Africans, C = Coloureds, I = Indians and W = Whites.

Occupational Categories	Male Female				Male				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and Managers	1	0	0	2	1	0	0	0	0	0	4
Professionals	4	0	2	6	0	1	1	3	0	0	17
Technicians and associate professionals	6	0	0	6	1	0	0	3	0	0	16
Clerks	7	0	0	2	13	0	0	9	0	0	31
Service and sales workers	2	0	0	0	0	0	0	0	0	0	2
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	1	0	0	0	0	0	0	1
Plant and machine operators and assembles	1	0	0	1	0	0	0	0	0	0	2
Elementary occupations	2	0	0	0	0	0	0	0	0	0	2
TOTAL PERMANENT	23	0	2	18	15	1	1	15	0	0	75
Non-Permanent employees	3	0	0	1	0	0	1	3	0	0	8
GRAND TOTAL	26	0	2	19	15	1	2	18	0	0	83

Note: TUT does not have EE targets for disabled staff but we do not discriminate against them.

14.11 Please indicate the **numerical goals** you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of Occupational levels.

Note: A = Africans, C = Coloureds, I = Indians and W = Whites

Occupational Levels	Male			Female				Male	Foreign Nationals		Total
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	3	0	0	2	0	0	2	3	0	0	10
Senior management	19	2	1	13	0	0	13	19	0	0	67
Professionally qualified and experienced specialists and mid-management	310	20	10	206	13	10	206	310	8	3	1085
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintends	209	13	9	140	9	6	140	209	1	0	735
Semi-skilled and discretionary decision making	131	8	5	88	5	4	88	131	0	0	460
Unskilled and defined decision making	74	6	3	49	3	2	49	74	0	0	260
TOTAL PERMANENT	746	49	28	498	30	22	498	746	9	3	2618
Non-Permanent employees	1386	12	30	995	25	22	1048	961	0	0	4479
GRAND TOTAL	2132	61	58	1493	55	44	1546	1707	9	3	7097

14.12 Please indicate the **numerical goals** you have set to achieve for the total number of employees **with disabilities** at the end of your current employment equity plan in terms of occupational levels.

Note: A = Africans, C = Coloureds, I = Indians and W = Whites.

Occupational Levels	Male Female				Male				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior management	1	0	0	2	1	0	0	0	0	0	4
Professionally qualified and experienced specialists and mid-management	8	0	2	12	1	0	1	8	0	0	32
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintends	8	0	0	2	6	1	0	7	0	0	24
Semi-skilled and discretionary decision making	6	0	0	2	7	0	0	0	0	0	15
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	23	0	2	18	15	1	1	15	0	0	75
Non-Permanent employees	3	0	0	1	0	0	1	3	0	0	8
GRAND TOTAL	26	0	2	19	15	1	2	18	0	0	83

Note: TUT does not have EE targets for disabled staff but we do not discriminate against them.

Section H: Signature of the Chief Executive Officer

Chief Executive Officer

I hereby declare that I have read, approved and authorized this report.

Signed on this _____ day of _____ year _____

At place: _____

Signature: Chief Executive Officer

Full Name