



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.

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form. Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, only certain sections of this form should be completed by small employers. Employers who report for the first time are not required to complete the progress report section of this form.

WHO SHOULD COMPLETE THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

- Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and
- Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

ESSENTIAL REQUIREMENTS

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. All relevant areas of the form must be fully and accurately completed by employers. **Designated employers who fail to observe this provision will be deemed not to have reported.** Guidance to overcome difficulties on how to complete the form properly must be obtained from the Department prior to completing and submitting the report.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
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 9293 / 4749
Fax number	Fax: (012) 3829294 / 4296
Email address	MongwaketseKS@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 Pretoria West Campus
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	Tel: (012) 382 4112
Fax number	Fax: (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	Me Vicky Tlhabanelo
Telephone number	Tel: (012) 382 4749
Fax number	Fax: (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
- ☐ 0 to 49
☐ 50 to 149
☒ 150 or more

In terms of Section 14 of the Act, are you voluntary complying?

☐ Yes ☒ No

Is your organization an organ of State?

☒ Yes ☐ No

Date of submitting this report 1 October 2008

Please indicate the preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by this report, except for first time reporting where this may not be possible:

From (date): 1 January 2007 To (date): 31 December 2007

Please indicate below the duration of your current employment equity plan:

From (date): 1 October 2007 to 31 December 2010

Please read this first

- a. The preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by employment equity employer reports must be the same for every reporting period.
- b. A summary providing guidelines on occupational categories and levels is provided in annexure 3 and annexure 4 of the regulations. Employers must complete the EEA2 form and the EEA4 form in accordance with Annexure 3 and Annexure 4.
- c. Non-permanent workers refer to those workers who are employed to work for less than 24 hours per month, or those workers engaged to work for not more than 3 continuous months.
- d. In Section B, the subtotals in terms of race and gender in the row dealing with **total permanent** employees in the table on occupational categories for **all employees**, which includes people with disabilities, must be exactly the same as the subtotals in the table on occupational levels for **all employees**. The same must apply to the subtotals in the **grand total** rows for occupational categories and levels as well.
- e. In Section B, the subtotals in terms of race and gender in the row dealing with **total permanent** employees in the table on occupational categories for **people with disabilities** must be exactly the same as the subtotals in the table on occupational levels for **people with disabilities**. The same must apply to the subtotals in the **grand total** rows for occupational categories and levels as well.
- f. Employers, from the second cycle of reporting onwards, must complete Section G that deals with progress reports.
- g. Employers must complete Section H that deals with **numerical goals** and **numerical targets**. **Numerical goals** are the workforce profile the employer is striving to achieve in the workplace at the end of the duration of the employer's current employment equity plan. The numerical goals of the employer must be the same for the entire duration of the employment equity plan. **Numerical targets** are the workforce profile the employer is striving to achieve at the end of the period following the period covered by the current report of the employer.
- h. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Areas that only apply to small employers shall be made available by the Department in a separate form as well. All relevant areas of the form must be fully and accurately completed by employers.
- i. The alphabets "A", "C", "I" and "W" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians" and "Whites" respectively.
- j. **"Designated groups"** means Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are natural persons and are citizens of the Republic of South Africa by birth or descent; or are citizens of the Republic of South Africa by naturalization before the commencement-date (i.e. 27 April 1994) of the Constitution of the Republic of South Africa Act of 1993; or became citizens of the Republic of South Africa from the commencement date of the Constitution of the Republic of South Africa Act of 1993, but who, not for Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalization prior to that date.
- k. All population groupings who are not part of the Black group, but in substance fall within the definition described in paragraph (j) in terms of citizenship or descent, must be counted and included in the column of each table in the form that require data on the White group.
- l. Foreign nationals and South African citizens that fall outside the definition described in paragraphs (j) or (k) must be counted and included in the column of each table in the form that require data on foreign nationals.

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=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	23	1	5	7	0	0	7	25	0	0	68
Professionals	187	5	14	85	5	17	210	280	7	2	812
Technicians and Associate Professionals	91	1	4	65	1	4	68	84	1	0	319
Clerks	208	2	0	237	13	12	298	40	0	0	810
Service and Sales Workers	46	1	0	22	1	0	6	2	0	0	78
Craft and Related Trades Workers	43	1	0	6	0	0	0	19	0	0	69
Plant and Machine Operators and Assemblers	68	1	0	0	1	0	0	6	0	0	76
Elementary Occupations	119	1	0	169	0	0	1	2	0	0	292
TOTAL PERMANENT	785	13	23	591	21	33	590	458	8	2	2524
Non-permanent Employees	1150	12	13	932	11	18	721	633	1	0	3491
GRAND TOTAL	1935	25	36	1523	32	51	1311	1091	9	2	6015

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

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, Senior Officials and Managers	2	0	0	2	1	0	0	0	0	0	5
Professionals	10	0	3	9	4	1	2	11	0	0	40
Technicians and Associate Professionals	15	0	0	7	5	0	0	3	0	0	30
Clerks	15	0	0	3	29	0	0	20	0	0	67
Service and Sales Workers	3	0	0	0	0	0	0	1	0	0	4
Craft and Related Trades Workers	0	0	0	1	0	0	0	0	0	0	1
Plant and Machine Operators and Assemblers	2	0	0	1	0	0	0	0	0	0	3
Elementary Occupations	2	0	0	0	0	0	0	1	0	0	3
TOTAL PERMANENT	49	0	3	23	39	1	2	36	0	0	153
Non-permanent Employees	4	0	0	2	1	0	1	5	0	0	13
GRAND TOTAL	53	0	3	25	40	1	3	41	0	0	166

*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=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	1	0	0	0	1	0	0	5
Senior Management	22	1	4	5	0	0	8	17	0	0	57
Professionally qualified and experienced specialists and mid-management	213	8	18	119	5	17	281	354	7	2	1024
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	226	0	1	174	11	16	274	75	1	0	778
Semi-skilled and discretionary decision making	238	4	0	132	5	0	27	10	0	0	416
Unskilled and defined decision making	83	0	0	160	0	0	0	1	0	0	244
TOTAL PERMANENT	785	13	23	591	21	33	590	458	8	2	2524
Non-permanent Employees	1150	12	13	932	11	18	721	633	1	0	3491
GRAND TOTAL	1935	25	36	1523	32	51	1311	1091	9	2	6015

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

- Foreign Nationals include all staff who has 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	3	0	0	2	1	0	0	0	0	0	6
Professionally qualified and experienced specialists and mid-management	15	0	3	17	5	0	1	16	0	0	57
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	19	0	0	2	26	1	1	18	0	0	67
Semi-skilled and discretionary decision making	12	0	0	2	7	0	0	2	0	0	23
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	49	0	3	23	39	1	2	36	0	0	153
Non-permanent Employees	4	0	0	2	1	0	1	5	0	0	13
GRAND TOTAL	53	0	3	25	40	1	3	41	0	0	166

2.3 Core operation functions and Support functions by occupational level

The grading systems, 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.

2.3.1 Please indicate the total number of employees (including people with disabilities), that are involved in **Core Operation Function** positions at each level in your organization.

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	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	156	6	16	78	4	14	191	274	7	2	748
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	30	0	0	12	1	3	14	9	0	0	69
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	186	6	16	90	5	17	205	283	7	2	817
Non-permanent Employees	226	9	6	108	4	9	334	393	1	0	1090
GRAND TOTAL	412	15	22	198	9	26	539	676	8	2	1907

- * Note - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff
- Foreign nationals include all staff who has 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) Instructional Research Professional (1)

2.3.2 Please indicate the total number of employees (including people with disabilities), that are involved in **Support Function** positions at each level in your organization.

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	1	0	0	0	1	0	0	5
Senior Management	22	1	4	5	0	0	8	17	0	0	57
Professionally qualified and experienced specialists and mid-management	57	2	2	41	1	3	90	80	0	0	276
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	196	0	1	162	10	13	260	66	1	0	709
Semi-skilled and discretionary decision making	238	4	0	132	5	0	27	10	0	0	416
Unskilled and defined decision making	83	0	0	160	0	0	0	1	0	0	244
TOTAL PERMANENT	599	7	7	501	16	16	385	175	1	0	1707
Non-permanent Employees	924	3	7	824	7	9	387	240	0	0	2401
GRAND TOTAL	1523	10	14	1325	23	25	772	415	1	0	4108

- * Note - The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff
- Foreign nationals include all staff who has 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) Instructional Research Professional (1)

Section C: Workforce movement

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3. Recruitment

3.1 Please report the total number of new recruits, including people with disabilities.

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	
Senior Management	5	0	0	0	0	0	0	0	0	0	5
Professionally qualified and experienced specialists and mid-management	10	0	0	3	0	2	0	1	0	0	16
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	2	0	0	5	0	0	3	2	0	0	12
Semi-skilled and discretionary decision making	0	0	0	2	0	0	0	0	0	0	2
TOTAL PERMANENT	17	0	0	10	0	2	3	3	0	0	35
Non-permanent Employees	631	6	5	532	5	8	240	268	1	0	1696
GRAND TOTAL	648	6	5	542	5	10	243	271	1	0	1731

- * Note
- The non-permanent staff comprises of all part time lecturers, student assistants and part time support staff
 - Foreign nationals include all staff who has work permits

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	1	0	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	0	1	0	0	0	0	0	1
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	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	1	0	0	0	1	0	0	0	0	0	2
Non-permanent Employees	1	0	0	1	0	0	0	2	0	0	4
GRAND TOTAL	2	0	0	1	1	0	0	2	0	0	6

- * Note
- The non-permanent staff comprise of all part time lecturers, student assistants and part time support staff
 - Foreign nationals include all staff who has work permit

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

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

[illegible]

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

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

[illegible]

5. Termination

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

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	0	0	0	0	0	0	0	0	0	0	0
Senior Management	4	0	0	2	0	0	2	3	0	0	11
Professionally qualified and experienced specialists and mid-management	10	1	2	5	0	0	22	31	0	0	71
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	10	0	1	16	1	2	21	9	0	0	60
Semi-skilled and discretionary decision making	10	0	0	5	0	0	4	3	0	0	22
Unskilled and defined decision making	7	0	0	20	0	0	0	0	0	0	27
TOTAL PERMANENT	41	1	3	48	1	2	49	46	0	0	191
Non-permanent Employees	16	0	0	17	0	0	23	20	1	0	77
GRAND TOTAL	57	1	3	65	1	2	72	66	1	0	268

5.2. Please report the total number of terminations involving **people with disabilities only** in each occupational level.

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	1	0	0	0	0	0	0	1	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	1	0	0	0	0	0	0	0	0	0	1
Semi-skilled and discretionary decision making	0	0	0	1	1	0	0	0	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	2	0	0	1	1	0	0	1	0	0	5
Non-permanent Employees	0	0	0	0	0	0	0	1	0	0	1
GRAND TOTAL	2	0	0	1	1	0	0	2	0	0	6

4.3 Please report the total number of terminations in each **termination category** below.

Terminations	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Resignation	35	1	3	34	1	2	62	46	1	0	185
Dismissal - Operational requierments (retrenchment)	4	0	0	1	0	0	1	2	0	0	8
Dismissal - misconduct	1	0	0	5	0	0	2	0	0	0	8
Retirement	12	0	0	21	0	0	6	14	0	0	53
Death	5	0	0	4	0	0	1	4	0	0	14
GRAND TOTAL	57	1	3	65	1	2	72	66	1	0	268

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

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	1	0	0	0	3	0	0	2	0	0	6
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	1	0	0	0	0	0	0	0	0	0	1
Retirement	1	0	0	0	1	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	0	0	0	4	0	0	2	0	0	9

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.**

[illegible]

Section E: Skills Development (This section is *not applicable to small employers*)

7.1 Training

7.1 Please report the total number of people who received training, including for people with disabilities, and not the number of training courses attended, in each occupational category.

Occupational Categories	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, Senior Officials and Managers	20	1	4	5	0	0	6	21	0	0	57
Professionals	83	2	6	35	1	6	112	136	5	2	388
Technicians and Associate Professionals	44	0	2	38	0	3	43	48	0	0	178
Clerks	73	1	0	103	3	7	129	17	0	0	333
Service and Sales Workers	29	1	0	8	1	0	3	2	0	0	44
Craft and Related Trades Workers	37	1	0	4	0	0	0	15	0	0	57
Plant and Machine Operators and Assemblers	18	1	0	0	1	0	0	1	0	0	21
Elementary Occupations	69	1	0	16	0	0	0	1	0	0	87
TOTAL PERMANENT	373	8	12	209	6	16	293	241	5	2	1165
Non-permanent Employees	48	1	0	32	1	2	39	28	1	0	152
GRAND TOTAL	421	9	12	241	7	18	332	269	6	2	1317

7.2 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational category.

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	0	0	0	0	0	0	3
Professionals	5	0	1	5	2	0	1	7	0	0	21
Technicians and Associate Professionals	8	0	0	7	2	0	0	2	0	0	19
Clerks	8	0	0	0	19	0	0	10	0	0	37
Service and Sales Workers	2	0	0	0	0	0	0	1	0	0	3
Craft and Related Trades Workers	0	0	0	0	0	0	0	0	0	0	0
Plant and Machine Operators and Assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary Occupations	1	0	0	0	0	0	0	0	0	0	1
TOTAL PERMANENT	25	0	1	14	23	0	1	20	0	0	84
Non-permanent Employees	1	0	0	1	1	0	1	1	0	0	5
GRAND TOTAL	26	0	1	15	24	0	2	21	0	0	89

7.3 Please report the total number of people, including for people with disabilities, and not number of training courses attended, who received training in each occupational level.

Occupational Levels	Male			Female				Male	Foreign Nationals		TOTAL
	A	C	I	A	C	I	W	W	Male	Female	
Top Management	3	0	0	1	0	0	0	0	0	0	4
Senior Management	18	1	4	4	0	0	6	14	0	0	47
Professionally qualified and experienced specialists and mid-management	100	3	8	54	1	7	155	181	5	2	516
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	105	0	0	87	2	9	126	43	0	0	372
Semi-skilled and discretionary decision making	111	4	0	50	3	0	6	3	0	0	177
Unskilled and defined decision making	36	0	0	13	0	0	0	0	0	0	49
TOTAL PERMANENT	373	8	12	209	6	16	293	241	5	2	1165
Non-permanent Employees	48	1	0	32	1	2	39	28	1	0	152
GRAND TOTAL	421	9	12	241	7	18	332	269	6	2	1317

7.4 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational level.

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	2	0	0	2	0	0	0	0	0	0	4
Professionally qualified and experienced specialists and mid-management	9	0	1	11	3	0	0	10	0	0	34
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	10	0	0	1	16	0	1	9	0	0	37
Semi-skilled and discretionary decision making	4	0	0	0	4	0	0	1	0	0	9
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	25	0	1	14	23	0	1	20	0	0	84
Non-permanent Employees	1	0	0	1	1	0	1	1	0	0	5
GRAND TOTAL	26	0	1	15	24	0	2	21	0	0	89

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

8 Awareness of Employment Equity

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

	No. of employees covered	Yes	No	Please explain
Formal written communication	2524	X		EE Policies and other related information are displayed/ communicated in the "my portal" for staff who has access to computers.
Policy statement includes reference to employment equity	2524	X		Staff who has access to computers where policies and other related information are displayed or communicated
Summary of the Act displayed		X		Posters of EE Act displayed at all campuses and whenever is requested by staff
Employment Equity training	9	X		Targeted training to be implemented once the structure is populated
Diversity management programmes	9	X		Compulsory training will be implemented after finalization of Match and Place exercise
Discrimination awareness programmes	9	X		Compulsory training will be arranged after Match and Place exercise
Other (please specify):				
Total	2551			

9 Consultation

9.4 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)			
Consultative body or employment equity forum	X		An interim Employment Equity & Training Committee (EETC) made up of ex-officio staff members and the two unions
Registered trade union (s)	X		Two union at TUT: NEHAWU and NUTESA
Employees	X		The assumption is that employees are present at EETC through registered trade union
Other (Please specify):			EETC members are involved in the process by virtue of their position at TUT, i.e. SDF, HR, Quality Assurance, Strategic Planner, the Assign Senior Manager as Chair and the EE Office, etc

9.2 What was the level of agreement reached in the formulation of the plan? Please choose one.

Total	Sufficient	Some	None
		X	

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

Weekly	Monthly	Quarterly	Yearly	Other
		X		

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	No barriers identified
Advertising positions		X	No barriers identified
Selection criteria		X	The determination of criteria is based on the basis of job requirements, and is decided beforehand
Appointments		X	Preference was given to the appointment of people from designated groups. There were cases where the availability of designated group members was limited.
Job classification and grading		X	The emphasis was on the job grading and classification
Remuneration and benefits		X	Unified TUT Scale
Terms and conditions of employment		X	No barriers were identified under the terms and conditions of employment
Job assignments	X		In the interim phase, jobs were distributed according to operational requirements
Work environment and facilities	X		The objectives of the merger processes is to ensure an equalization of facilities and resources within TUT
Training and development		X	Training directed by the Work Skills Plan as well as guideline and priorities received from Department of Labour.
Performance and evaluation systems	X		Not a barrier, the system was developed and is now at an implementation stage
Promotions	X		No promotion since the merger because of the Match and Place exercise
Transfers		X	Transfers/interim redeployment were made in terms of operational requirements
Demotions		X	No demotions detected
Succession and experience planning	X		The policy to be implemented on finalization of the Match & Place exercise
Disciplinary measures		X	TUT functions in terms of the official Disciplinary Code as per Labour Relations Act
Dismissals		X	No barriers detected here
Corporate culture	X		The development of instrument indicating barriers in corporate culture as well as other transformational issues in the post merged TUT in progress
HIV and AIDS education and prevention programmes		X	TUT have AIDS Centre as well as an Employee Assistance Programme (EAP) to assist staff where necessary. A toll free number is available for staff to access professional service
Other (please specify):			

10 Affirmative Action measures

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

Categories	Yes	No	Please explain
Recruitment procedures	X		TUT has an approved EE policy and adhered to the principles of the EE Act and the Code of Good Practice in relation to recruitment.
Advertising positions	X		TUT has an approved AA policy and also adhered to the principles of the EE Act and Code of Good Practice
Selection criteria	X		Selection criteria was based on minimum job requirements
Appointments	X		Preference was given to the appointment of people from designated groups
Job classification and grading	X		The restructuring process following the merger is still in progress. (Job profiles are being compiled) and job classification and job grading focuses on the position and not the employee
Remuneration and benefits	X		Unified TUT scale
Terms and conditions of employment	X		The process of confirming staff according to TUT terms and conditions of employment is on progress
Job assignments		X	TUT is busy finalizing the permanent organizational structure where after job assignment will be confirmed
Work environment and facilities	X		The upgrading and equalization of facilities and resources is on progress
Training and development	X		The focus of training was on Artisans, service employees and Specialized Leadership intervention programmes
Performance and evaluation systems		X	The policy is now at implementation stage
Setting numerical goals		X	In progress
Promotions		X	TUT adhered to promotion policy as approved
Transfers	X		Interim redeployment were done according to operational requirements
Demotions		X	No demotions
Succession and experience planning		X	Policy to be implemented after the Match & Place exercise
Disciplinary measures	X		Monitoring of trends in terms of prevalence of race and gender of people involved in incidences on-going
Diversity programme and sensitization		X	Targeted training will be provided upon finalization of Match & Place exercise, which will be completed in 2008.
Community investment and bridging programme	X		TUT is engaged in development programmes especially in, amongst other, mathematics and science programmes
Retention measures		X	Retention policy still under development
Reasonable accommodation	X		Accessible
Other (please specify):			

11 Resources

11.4 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: Institutional Planning and Operations as the Assigned Senior Manager for EE at TUT
Allocated a budget to support the implementation goals of employment equity	X		Adequate provision
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	X		Adequate time provision
Other (Please specify)			

12 Monitoring and evaluation of implementation:

12.4 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

Weekly	Monthly	Quarterly	Yearly	Other
		X		

Section G: Progress Report

(Section G to be completed from the second cycle of reporting onwards)

13 Reporting period: From _01_ Jan 2007_ to _31_ Dec 2007_____

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

Yes	No
	x

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

Yes	No
	X

13.6 If not, what were the obstacles you experienced:

What were the obstacles to reaching the employment equity goals and objectives during the past year?
Obstacles included the following: the restructuring process following the merger (Match & Place exercise) and the finalization of the organizational structure impacted on the development of EE Plan

13.7 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?

- 13.8 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

Occupational Categories											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	15	1	5	13	0	0	13	21	0	0	68
Professionals	222	5	14	139	5	17	161	240	7	2	812
Technicians and associate professionals	94	1	4	59	1	4	63	92	1	0	318
Clerks	241	2	0	137	13	12	162	243	0	0	810
Service and sales workers	22	1	0	15	1	0	15	24	0	0	78
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	20	1	0	13	0	0	14	21	0	0	69
Plant and machine operators and assemblers	23	0	0	15	0	0	15	23	0	0	76
Elementary occupations	88	1	0	58	0	0	58	87	0	0	292
TOTAL PERMANENT	725	12	23	449	20	33	501	751	8	2	2524
Non – Permanent Employees	1150	12	13	932	11	18	721	633	1	0	3491
GRAND TOTAL	1875	24	36	1381	31	51	1222	1384	9	2	6015

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

Occupational Categories											TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	2	0	0	2	1	0	0	0	0	0	5
Professionals	10	0	3	9	4	1	2	11	0	0	40
Technicians and associate professionals	15	0	0	7	5	0	0	3	0	0	30
Clerks	15	0	0	3	29	0	0	20	0	0	67
Service and sales workers***	3	0	0	0	0	0	0	1	0	0	4
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 assemblers	2	0	0	1	0	0	0	0	0	0	3
Elementary occupations	2	0	0	0	0	0	0	1	0	0	3
TOTAL PERMANENT	49	0	3	23	39	1	2	36	0	0	153
Non – Permanent Employees	4	0	0	2	1	0	1	5	0	0	13
GRAND TOTAL	53	0	3	25	40	1	3	41	0	0	166

- 13.10 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.

Occupational Levels	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Top management	3	0	0		1	0	0	0	1	0	0	5
Senior management	13	1	4		11	0	0	11	17	0	0	57
Professionally qualified and experienced specialists and mid-management	279	8	18		181	5	17	203	304	7	2	1024
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	232	0	1		129	11	16	155	233	1	0	778
Semi-skilled and discretionary decision making	124	3	0		79	4	0	83	123	0	0	416
Unskilled and defined decision making	74	0	0		48	0	0	49	73	0	0	244
TOTAL PERMANENT	725	12	23		449	20	33	501	751	8	2	2524
Non – permanent employees	1150	12	13		932	11	18	721	633	1	0	3491
GRAND TOTAL	1875	24	36		1381	31	51	1222	1384	9	2	6015

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

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	3	0	0	2	1	0	0	0	0	0	6
Professionally qualified and experienced specialists and mid-management	15	0	3	17	5	0	1	16	0	0	57
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	19	0	0	2	26	1	1	18	0	0	67
Semi-skilled and discretionary decision making	12	0	0	2	7	0	0	2	0	0	23
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	49	0	3	23	39	1	2	36	0	0	153
Non – Permanent Employees	4	0	0	2	1	0	1	5	0	0	13
GRAND TOTAL	53	0	3	25	40	1	3	41	0	0	166

- 13.12 Please indicate the numerical targets you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of occupational categories.

Occupational Categories											TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	22	1	5	8	0	0	8	24	0	0	68
Professionals	203	5	14	101	5	17	194	264	7	2	812
Technicians and associate professionals	94	1	4	62	1	4	65	87	1	0	318
Clerks	224	2	0	221	13	12	282	56	0	0	810
Service and sales workers	45	1	0	21	1	0	7	3	0	0	78
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	40	1	0	7	0	0	1	20	0	0	69
Plant and machine operators and assemblers	65	1	0	1	1	0	1	7	0	0	76
Elementary occupations	113	1	0	163	0	0	7	8	0	0	292
TOTAL PERMANENT	806	13	23	584	21	33	565	469	8	2	2524
Non – Permanent Employees	1150	12	13	932	11	18	721	633	1	0	3491
GRAND TOTAL	1956	25	36	1516	32	51	1286	1102	9	2	6015

- 13.13 Please indicate the numerical targets you have set to achieve for the total number of employees with disabilities only for the end of the period following the period covered by the current report in terms of occupational categories

Occupational Categories	in terms of Occupational Categories										TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	2	0	0	2	1	0	0	0	0	0	5
Professionals	10	0	3	9	4	1	2	11	0	0	40
Technicians and associate professionals	15	0	0	7	5	0	0	3	0	0	30
Clerks	15	0	0	3	29	0	0	20	0	0	67
Service and sales workers	3	0	0	0	0	0	0	1	0	0	4
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 assemblers	2	0	0	1	0	0	0	0	0	0	3
Elementary occupations	2	0	0	0	0	0	0	1	0	0	3
TOTAL PERMANENT	49	0	3	23	39	1	2	36	0	0	153
Non – Permanent Employees	4	0	0	2	1	0	1	5	0	0	13
GRAND TOTAL	53	0	3	25	40	1	3	41	0	0	166

13.14

Please indicate the numerical targets you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of occupational levels.

Source: Report in terms of occupational levels.

Occupational Levels											TOT AL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management	3	0	0	1	0	0	0	1	0	0	5
Senior management	20	1	4	6	0	0	9	17	0	0	57
Professionally qualified and experienced specialists and mid-management	242	8	18	130	5	17	261	334	7	2	1024
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	232	0	1	168	11	16	256	93	1	0	778
Semi-skilled and discretionary decision making	230	4	0	123	5	0	35	19	0	0	416
Unskilled and defined decision making	79	0	0	156	0	0	4	5	0	0	244
TOTAL PERMANENT	806	13	23	584	21	33	565	469	8	2	2524
Non – Permanent Employees	1150	12	13	932	11	18	721	633	1	0	3491
GRAND TOTAL	1956	25	36	1516	32	51	1286	1102	9	2	6015

13.15

Please indicate the numerical targets you have set to achieve for the total number of **employees with disabilities only** for the end of the period following the period covered by the current report in terms of occupational levels.

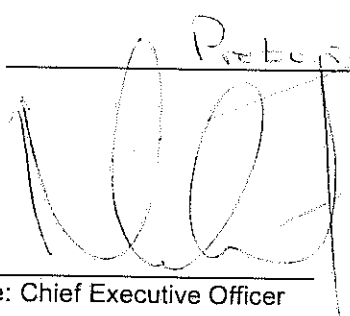
Occupational Levels										TOTAL
	Male				Female				Foreign Nationals	
	A	C	I	W	A	C	I	W	Male	Female
Top management	0	0	0	0	0	0	0	0	0	0
Senior management	3	0	0	2	1	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	15	0	3	17	5	0	1	16	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	19	0	0	2	26	1	1	18	0	0
Semi-skilled and discretionary decision making	12	0	0	2	7	0	0	2	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	49	0	3	23	39	1	2	36	0	0
Non – Permanent Employees	4	0	0	2	1	0	1	5	0	0
GRAND TOTAL	53	0	3	25	40	1	3	41	0	0

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 29th day of September year 2008

At place: Protest


Signature: Chief Executive Officer

Prof. Simon Johnson
Full Name

Wichita

[illegible]



DEPARTMENT OF LABOUR

Section B: Income Differentials Statement

Occupational Categories	Total workers in category	Total Remuneration	Male						Female					
			African		Coloured		Indian		White		African		Coloured	
			No. of Workers	Total Remuneration	No. of Workers	Total Remuneration	No. of Workers	Total Remuneration	No. of Workers	Total Remuneration	No. of Workers	Total Remuneration	No. of Workers	Total Remuneration
Legislators, Senior Officials and Managers	113	45,003,354	39	15,458,969	1	62,7862	5	3,069,354	43	17,019,772	10	4,254,078	0	0
Professionals	1,754	356,568,090	386	78,045,968	9	2,133,858	17	5,724,560	615	136,420,567	186	33,523,393	8	2,026,220
Technicians and Associate Professionals	553	98,411,529	155	24,321,296	6	24,164	7	1,296,860	144	30,354,939	106	20,239,181	2	455,477
Clerks	3,008	169,325,767	1,063	43,950,614	5	86,1647	6	26,432	255	13,539,786	988	39,036,627	20	1,974,499
Service and Sales Workers	105	8,437,529	51	5,641,488	1	130,355	0	0	6	474,182	39	1,549,970	1	120,659
Craft and Related Trades Workers	101	9,913,544	57	6,250,784	1	0	1	3,172	19	3,505,970	21	46,983	0	0
Plant and Machine Operators and Assemblers	76	5,725,525	68	5,543,650	1	0	0	0	6	181,875	0	0	1	0
Elementary Occupations	306	24,385,792	126	10,689,054	1	98,243	0	0	2	174,689	176	13,423,806	0	0
Total	6,016	717,771,130	1,945	189,901,823	25	3,876,128	36	10,120,479	1,090	201,671,780	1,526	112,074,038	32	4,576,855
													51	8,880,388
													1,311	186,669,638



labour

Department:

Labour

REPUBLIC OF SOUTH AFRICA

Postal Address: Private Bag x117, PRETORIA, 0001. Street Address: Laboria Building, Schoeman Street, PRETORIA
Tel 0860101015 Fax: (012) 309 4186 or (012) 309 4739

EMPLOYMENT EQUITY

The Chief Executive Officer

Tshwane University of Technology

Dear Sir/Madam

PROOF OF SUBMISSION OF EMPLOYMENT EQUITY REPORT FOR THE 2008 REPORTING PERIOD

The Department of Labour would like to thank you for submitting your Employment Equity Report. This letter serves as proof that:

- EEA2 was submitted;
- EEA4 was submitted;

We will be reviewing your report in detail and will contact you should there be any discrepancies.

The Department will shortly be capturing the information that you have submitted in order to:

- Establish the status of employment equity in South Africa;
- Establish the extent of compliance with the Act and address non-compliance;
- Benchmark sectors and geographical areas.

Visit www.labour.gov.za and select online services to complete and submit your report online. This is the fastest and most effective way for you to submit your Employment Equity report in order to comply with the Act. On submission of your report online you will immediately receive an acknowledgment letter, indicating that you have successfully completed your Employment Equity report for this reporting period.

We look forward to your continued cooperation in fulfilling the requirements of the Employment Equity Act.

Yours in Equity

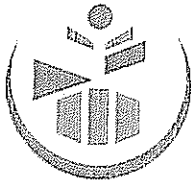
pp Director-General
DEPARTMENT OF LABOUR

DEPT. OF LABOUR
EMPLOYMENT EQUITY REGISTRY
RECEIVED

Date: 01/10/2008

Signature: [Signature]

Lelapha la Badini, Lelapha la Mesebenzi, uMnyango wezeMisebenzi, Muhasho wa zwa Mishumo, Departement van Arbeid, Kgoro ya Merero ya Bashomi,
Mdzawulo ya ta Minjirho, LITiko laTemisebenzi, iSebe lezeMisebenzi, UmiNyango wezokuSebenzi



Tshwane University
of Technology

Office of the Vice-Chancellor and Principal

28 September 2008

Attention: Ms Rayner
Employment Equity Section
Department of Labour
PRETORIA
0001

Dear Ms Rayner

EMPLOYMENT EQUITY REPORT: 2007

This letter serves to inform and confirm that Prof SJ Molefe, Deputy Vice Chancellor: Institutional Planning and Operations, has the delegated authority to sign the abovementioned report.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Errol M Tyobeka', is written over a horizontal line.

**ERROL M TYOBEKA (PROF)
VICE-CHANCELLOR & PRINCIPAL**

We empower people

Tel: (012) 382-4112/3 Fax: (012) 382-5422 Private Bag X680, PRETORIA, 0001

Education, education all the way - Dr Adelaide Tambo, late Chancellor of TUT