



DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY REPORT

Page 1 of 12

Section A: Employer Details

Employer:	TSHWANE UNIVERSITY OF TECHNOLOGY
Registration No:	Tshwane University of Technology is a higher education institution. It was established in terms of the HIGHER EDUCATION ACT and is, therefore, not required to register as an entity with the registrar of companies.
SARS Registration No:	7650752050
UIF Number	U650752050
Industry Sector:	HIGHER EDUCATION
Contact Person:	K. REDELINGHUYS
Address:	STAATSARTILLERIE WEG BUILDING 21 ROOM 352 PRIVATE BAG X680
Town/City	PRETORIA
Postal Code	0001
Telephone No:	(012) 318 5906
Fax No:	(012) 318 4296
E-Mail Address:	RedelinghuysKA@TUT.AC.ZA
Date of Submission:	1 October 2005

Organ of state:

Yes	No ✓
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Are you voluntarily complying with this Act as specified in section 14:

Yes ✓	No
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DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY REPORT

Page 2 of 12

Section B: Workforce Profile

1. Date of workforce profile: January to December 2004
2. Please report the number of employees(including employees with disabilities) in each of the following occupational categories:

Occupational Categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Officials and Managers	26	2	4	46	4	0	0	11	93
Professionals	209	3	13	315	97	6	14	240	897
Technicians and Associated Professionals	88	0	5	89	68	2	4	77	333
Clerks	233	2	0	43	252	8	12	308	858
Service (& Sales) Workers	48	1	0	5	24	1	0	4	83
Skilled Agricultural Workers	0	0	0	0	0	0	0	0	0
Crafts and Related Trade Workers	27	1	0	25	10	0	0	0	63
Plant and Machine Operators	63	0	0	7	0	0	0	0	70
Labourers and Related Workers	143	1	1	0	189	0	0	1	334
TOTAL PERMANENT	837	10	22	530	644	17	30	641	2731
Non-permanent employees	825	12	36	974	573	22	22	971	3435
TOTAL	1662	22	58	1504	1217	39	52	1612	6166

*Note: The 3435 non-permanent staff comprise of all part time lecturers, student assistants and part time support staff.



DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY REPORT

Page 3 of 12

3. Please report the number of employees **with disabilities** in each of the following occupational categories:

Occupational Categories	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Officials and Managers	0	0	0	1	0	0	0	0	1
Professionals	0	0	0	4	0	0	0	1	5
Technicians and Associated Professionals	1	0	0	4	0	0	0	2	7
Clerks	1	0	0	1	2	0	0	3	7
Service (& Sales) Workers	2	0	0	0	0	0	0	0	2
Skilled Agricultural Workers	0	0	0	0	0	0	0	0	0
Crafts and Related Trade Workers	0	0	0	1	0	0	0	0	1
Plant and Machine Operators	1	0	0	1	0	0	0	0	2
Labourers and Related Workers	2	0	0	0	0	0	0	0	2
TOTAL PERMANENT	7	0	0	12	2	0	0	6	27
Non-permanent employees	0	0	0	1	0	0	1	2	4
TOTAL	7	0	0	13	2	0	1	8	31



DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY REPORT

Page 3 of 12 (continued)

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

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	9	0	0	8	1	0	0	0	18
Senior management	12	2	0	30	3	0	0	8	55
Professionally qualified and experienced specialists and mid-management	112	3	10	332	56	5	12	289	819
Skilled technical and academically qualified workers and junior management	252	3	10	137	182	10	18	309	921
Semi-skilled and discretionary decision making	364	2	2	23	216	2	0	35	644
Unskilled and defined decision making	88	0	0	0	186	0	0	0	274
TOTAL PERMANENT	837	10	22	530	644	17	30	641	2731
Non-permanent employees	825	12	36	974	573	22	22	971	3435
TOTAL	1662	22	58	1504	1217	39	52	1612	6166

DEPARTMENT OF LABOUR



EEA 2

EMPLOYMENT EQUITY REPORT

Page 4 of 12

5. Please report the number of employees **with disabilities** in each of the following occupational levels:

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	1	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	7	0	0	0	4	11
Skilled technical and academically qualified workers and junior management	2	0	0	2	0	0	0	2	6
Semi-skilled and discretionary decision making	5	0	0	2	2	0	0	0	9
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	7	0	0	12	2	0	0	6	27
Non-permanent employees	0	0	0	1	0	0	1	2	4
TOTAL	7	0	0	13	2	0	1	8	31



DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY REPORT

Page 6 of 12

Section C: Workforce movement - continued

8. Termination

8.1 Termination: (report the number of terminations in each occupational level during the twelve months preceding this report)

Occupational Levels	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Top management*	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	4	0	0	0	0	4
Professionally qualified and experienced specialists and mid-management	4	0	0	15	1	1	0	19	40
Skilled technical and academically qualified workers and junior management	3	1	1	8	2	0	1	17	33
Semi-skilled and discretionary decision making	8	0	0	1	3	0	0	5	17
Unskilled and defined decision making	3	0	0	0	7	0	0	0	10
TOTAL PERMANENT	18	1	1	28	13	1	1	41	104

Terminations include: resignations, retirements, rationalisation, rationalisation with package, death and dismissal.

People with disabilities	0	0	0	1	0	0	0	0	0
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DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY REPORT

Page 6 of 12 (continued)

8.2 Termination categories: (report the total number of terminations in each category during the twelve months preceding this report)

Terminations	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Resignation	6	1	1	11	5	1	1	34	60
Non-renewal of contract	0	0	0	0	0	0	0	0	0
Dismissal - Operational requirements (retrenchment)	0	0	0	0	0	0	0	1	1
Dismissal - misconduct	2	0	0	0	0	0	0	0	2
Dismissal - incapacity	0	0	0	0	0	0	0	0	0
Other*	9	0	0	15	7	0	0	6	37
TOTAL	18	1	1	28	13	1	1	41	104

*Note: Other Terminations include retirements and death.

Section D: Disciplinary Action

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

Terminations	Male				Female				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Disciplinary Action	3	0	0	0	0	0	0	0	3

DEPARTMENT OF LABOUR



EEA 2

EMPLOYMENT EQUITY REPORT

Page 7 of 12

Section E: Skills Development

10. Training: (report the total number of people who received training in each occupational category during the twelve months preceding this report)

Occupational Categories	FEMALE				MALE				Total
	African	Coloured	Indian	White	African	Coloured	Indian	White	
Senior Officials and Managers	8	0	0	17	15	2	5	37	84
Professionals	78	3	8	271	108	2	5	199	674
Technicians and Associated Professionals	58	4	10	69	48	0	3	49	241
Clerks	169	15	13	278	136	2	0	37	650
Service (&Sales) Workers	6	0	0	9	14	1	0	4	34
Crafts and Related Trade Workers	0	0	0	0	8	0	0	1	9
Plant and Machine Operators	0	0	0	0	12	0	0	5	17
Labourers and Related Workers	15	0	0	0	21	0	0	0	36
Total	334	22	31	644	362	7	13	332	1745

Note: Non-permanent staff included in table.

In total 1915 staff members were trained but due to Human Resource data problem after and during the merge 170 staff members could not be classified.



DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY REPORT

Page 8 of 12

Section F: Qualitative Assessment

11. Awareness of Employment Equity

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

	Yes	No
Formal written communication	✓	
Policy statement includes reference to employment equity	✓	
Summary of the Act displayed		✓
Employment Equity training	✓	
Diversity management programmes	✓	
Discrimination awareness programmes	✓	
Other (please specify): Climate study		✓

11.2 Please indicate how many employees received employment equity / non-discrimination / diversity training during the past year:

Number of employees trained	77
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12. Consultation

12.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan:

The merged TUT is in the process of developing an Employment Equity plan.

	Yes	No
Workplace forum		✓
Consultative body or forum	✓	
Registered trade union (s)	✓	
Employees	✓	
Other (please specify) Ex-officio representation	✓	

12.2 What was the level of agreement reached in the formulation of the plan:

Total	Sufficient	Some	None	In Process
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12.3 How regularly do you meet with the stakeholders mentioned in 12.1:

Weekly	Monthly ✓	Quarterly	Yearly	Other
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DEPARTMENT OF LABOUR



EEA 2

EMPLOYMENT EQUITY REPORT

Page 9 of 12

Section F: Qualitative Assessment - continued

13. Analysis

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

Categories	Yes	No	If yes, specify
Recruitment procedures*	✓		Formal AA strategy in progress.
Advertising positions		✓	
Selection criteria		✓	
Appointments		✓	
Job classification and grading	✓		To be reviewed.
Remuneration and benefits	✓		Under review.
Terms and conditions of employment		✓	
Job assignments		✓	
Work environment and facilities		✓	
Training and development		✓	
Performance and evaluation systems	✓		Still in development.
Promotions	✓		Formal AA strategy in progress.
Transfers	✓		Formal AA strategy in progress.
Demotions		✓	
Succession and experience planning	✓		Not available
Disciplinary measures	✓		Measures in place but not practiced
Dismissals		✓	
Corporate culture	✓		CorpCulture Project in process.
HIV/Aids education and prevention prog	✓		To be reviewed.
Other (please specify):			

*Note: While not exactly a barrier we are of the opinion that where "YES" is ticked the practice/policies are not facilitating/promoting Employment Equity.

DEPARTMENT OF LABOUR



EMPLOYMENT EQUITY REPORT

Section F: Qualitative Assessment - continued

14. Employment Equity Plan:

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

Categories	Yes	No	If yes, specify
Recruitment procedures		✓	
Reasonable accommodation		✓	
Selection criteria		✓	
Appointments		✓	
Job classification and grading		✓	
Remuneration and benefits		✓	
Terms and conditions of employment		✓	
Job assignments		✓	
Work environment and facilities		✓	
Training and development		✓	
Performance and evaluation systems		✓	
Setting numerical goals		✓	
Promotions		✓	
Transfers		✓	
Demotions		✓	
Succession and experience planning		✓	
Disciplinary measures		✓	
Diversity programme and sensitisation	✓		Training being conducted.
Retention measures		✓	
Community investment and bridging programme	✓		TUT is engaging in upliftment programs especially in, amongst others, maths and science programs.
Advertising positions	✓		Statement in external advertisements that preference will be given to previously disadvantaged groups.
Other (please specify)			

In the post-merger phase during 2004, no Employment Equity plan was yet in place. Factors such as the TUT structure (topography), long interim phase of the merger and the integration of the various databases all impacted on the Employment Equity plan development.

DEPARTMENT OF LABOUR



EEA 2

EMPLOYMENT EQUITY REPORT

Page 11 of 12

Section F: Qualitative Assessment - continued

15. Numerical goals:

15.1 Please use the table below to indicate the numerical goals you have set for your current employment equity plan:

TUT is in the process of developing an Employment Equity plan as well as numerical targets for the institution.

15.1(a) Race Composition

Occupational Categories	African, Coloured and Indian	TOTAL
Senior Officials and Managers	0	0
Professionals	0	0
Technicians and Associated Professional	0	0
Clerks	0	0
Crafts and Related Trade Workers	0	0
Labourers and Related Workers	0	0
Plant and machine Operators	0	0
Service (and sales) Workers	0	0
TOTAL	0	0

Occupational Categories	Female	TOTAL
Senior Officials and Managers	0	0
Professionals	0	0
Technicians and Associated Professional	0	0
Clerks	0	0
Crafts and Related Trade Workers	0	0
Labourers and Related Workers	0	0
Plant and machine Operators	0	0
Service (and sales) Workers	0	0
TOTAL	0	0

15.2 By which year do you plan to achieve the above numerical goals:

16. Resources:

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

Allocation of Resources	Yes	No
Appointed a designated officer to manage the implementation	✓	
Allocated a budget to support the implementation goals of employment equity		✓
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	✓	
Other : Lack of administrative support and office space for Employment Equity department.	✓	

17. Monitoring and evaluation of implementation:

How regularly do you monitor progress on the implementation of the employment equity plan:

Weekly	Monthly	Quarterly	Yearly	Other
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This is not applicable because the TUT Employment Equity plan was not yet in place in 2004.

DEPARTMENT OF LABOUR



EEA 2

EMPLOYMENT EQUITY REPORT

Page 12 of 12

Section G: Progress Report**Section G (to be completed for the second cycle of reporting onwards)**

18. Reporting period: From 01/01/2004 to 31/12/2004

19. Did you achieve the numerical goals as set out in your employment equity plan for this period:

Yes	No	Not available yet
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20. Did you achieve the affirmative action objectives as set out in your employment equity plan for this period:

Yes	No	Not available yet
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20.1 if not, what were the obstacles you experienced:

Obstacles to the employment equity goals and objectives during the past year
1. Not applicable - Employment Equity plan not yet in place.

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

Factors contributing to the accomplishment of the employment equity goals and objectives during the past year
1. Not applicable - Employment Equity plan not yet in place.

Section H: Signature of Chief Executive Officer

Signed on this _____ day of _____ year _____ at place: _____

Signature

Full Name



DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY REPORT

Page 12 of 12

Section G: Progress Report

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

18. Reporting period: From 01/01/2004 to 31/12/2004

19. Did you achieve the numerical goals as set out in your employment equity plan for this period:

Yes	No <input checked="" type="checkbox"/>	Not available yet
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20. Did you achieve the affirmative action objectives as set out in your employment equity plan for this period:

Yes	No <input checked="" type="checkbox"/>	Not available yet
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20.1 if not, what were the obstacles you experienced:

Obstacles to the employment equity goals and objectives during the past year
1. Not applicable - Employment Equity plan not yet in place.

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

Factors contributing to the accomplishment of the employment equity goals and objectives during the past year
1. Not applicable - Employment Equity plan not yet in place.

Section H: Signature of Chief Executive Officer

Signed on this 3rd day of October year 2005 at place: Pikotica

Signature

Errol Manda MEBETCH

Full Name