



PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

PURPOSE OF THIS FORM

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

This form contains the format for employment equity reporting by designated employers to the Department of Labour.

WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001

Online Reporting:
www.labour.gov.za
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	TSHWANE UNIVERSITY OF TECHNOLOGY
DTI registration name	000000
DTI registration number	000000
PAYE/SARS number	7650752050
UIF reference number	U650752050
EE reference number	16069
Seta classification	EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES
Telephone number	0123824795
Postal address	STAATSARTILLERIE WEG BUILDING 21 ROOM 357 PRETORIA
City/Town	PRETORIA
Postal code	0002
Province	GAUTENG
Physical address	STAATSARTILLERIE WEG BUILDING 21 ROOM 357 PRETORIA
City/Town	PRETORIA
Postal code	0002
Province	GAUTENG
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Prof LR VC & Principal
Telephone number	0123824112
Fax number	0123825422
Email address	VC@tut.ac.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Ms M Mokuele Ex Director HR & T
Telephone number	0123823034
Fax number	0123824495
Email address	mokueleMR@tut.ac.za
Information about the organization at the time of submitting this report	
Business type	Educational Institution
Number of employees in the organization	150 or more
Is your organization an organ of State?	Yes
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2018

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01/01/2018

To (date): 30/09/2022

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

From (date): 01/01/2018

To (date): 31/12/2022

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- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalization (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. Numerical goals must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end employment equity plan (EE Plan).
- i. Numerical targets must include the entire workforce profile, and not the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must not leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

SECTION B: WORKFORCE PROFILE

1. WORKFORCE PROFILE

1.1 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				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	10	0	1	2	3	0	1	1	0	0	18
Senior management	17	0	3	2	6	0	3	4	1	0	36
Professionally qualified and experienced specialists and mid-management	389	8	17	201	281	8	20	246	48	7	1225
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	418	4	5	59	430	18	13	195	2	1	1145
Semi-skilled and discretionary decision making	354	0	0	2	392	2	0	2	0	0	752
Unskilled and defined decision making	2	0	0	1	1	0	0	2	0	0	6
TOTAL PERMANENT	1190	12	26	267	1113	28	37	450	51	8	3182
Temporary employees	2114	8	14	359	1874	6	11	300	42	12	4740
GRAND TOTAL	3304	20	40	626	2987	34	48	750	93	20	7922

1.2 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	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	2	0	0	0	2	0	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	0	0	0	2	0	0	2	0	0	6
Semi-skilled and discretionary decision making	1	0	0	0	0	0	0	1	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	4	0	0	2	2	0	0	5	0	0	13
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	4	0	0	2	2	0	0	5	0	0	13

SECTION C: WORKFORCE MOVEMENT

2. Recruitment

2.1 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				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	11	0	2	4	6	0	0	3	1	0	27
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	8	1	1	1	8	0	0	1	0	0	20
Semi-skilled and discretionary decision making	0	0	0	0	0	1	0	1	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	20	1	3	5	14	1	0	5	1	0	50
Temporary employees	1376	7	9	216	1171	4	8	158	18	4	2971
GRAND TOTAL	1396	8	12	221	1185	5	8	163	19	4	3021

3. Promotion

3.1 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

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	3	0	0	1	3	0	0	2	0	0	9
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	4	0	0	0	4	0	0	1	0	0	9
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	8	0	0	1	7	0	0	3	0	0	19
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	8	0	0	1	7	0	0	3	0	0	19

4. Termination

4.1 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				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	0	0	0	0	0	0	1
Senior management	1	0	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	2	0	1	5	8	0	1	8	1	0	26
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	7	0	0	4	6	0	0	10	0	0	27
Semi-skilled and discretionary decision making	3	0	0	0	9	0	0	0	0	0	12
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	14	0	1	9	23	0	1	18	1	0	67
Temporary employees	505	5	2	41	516	2	0	40	2	0	1113
GRAND TOTAL	519	5	3	50	539	2	1	58	3	0	1180

SECTION D: SKILLS DEVELOPMENT

5. Skills Development

5.1 Please report the total number of people including people with disabilities, who received training ONLY for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	0	0	0	0	0	0	0	0
Senior management	4	0	0	0	1	0	0	0	5
Professionally qualified and experienced specialists and mid-management	29	5	1	1	22	0	0	19	77
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	22	0	0	3	44	0	2	9	80
Semi-skilled and discretionary decision making	73	0	0	0	271	0	0	0	344
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	128	5	1	4	338	0	2	28	506
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	128	5	1	4	338	0	2	28	506

SECTION E: NUMERICAL GOALS & TARGETS

6. Numerical Goals

6.1 Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile including people with disabilities) you project to achieve 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				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	2	0	0	0	0	0	2
Senior management	7	3	3	2	5	3	0	2	0	0	25
Professionally qualified and experienced specialists and mid-management	72	18	16	10	27	8	4	10	0	0	165
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	115	36	17	19	52	25	14	13	0	0	291
Semi-skilled and discretionary decision making	20	7	5	2	0	5	2	11	0	0	52
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	214	64	41	33	86	41	20	36	0	0	535
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	214	64	41	33	86	41	20	36	0	0	535

7. Numerical Targets

7.1 Please indicate the numerical targets as contained in the EE Plan (i.e. the workforce profile including people with disabilities) you project to achieve at the end of the next reporting cycle, in terms of 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	2	0	0	0	0	0	2
Senior management	2	1	1	1	2	1	0	0	0	0	8
Professionally qualified and experienced specialists and mid-management	4	2	2	1	4	2	0	1	0	0	16
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	1	1	1	5	2	1	1	0	0	14
Semi-skilled and discretionary decision making	2	1	0	0	0	2	0	2	0	0	7
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	10	5	4	3	13	7	1	4	0	0	47
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	10	5	4	3	13	7	1	4	0	0	47

SECTION F: MONITORING & EVALUATION

8. Consultation

8.1 Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)	Yes	
Employees	Yes	

9. Barriers and affirmative action measures

9.1 Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is "Yes" to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	Barriers	Affirmative Action Measures	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	Yes	Yes	01/01/2018	31/12/2020
Advertising Positions	Yes	Yes	01/01/2018	31/12/2020
Selection criteria	Yes	Yes	01/01/2018	31/12/2020
Appointments	Yes	Yes	01/01/2018	31/12/2018
Job classification and grading	Yes	Yes	01/01/2019	31/12/2020
Remuneration and benefits	Yes	No		
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/01/2018	31/12/2018
Training and development	Yes	Yes	01/01/2018	31/12/2020
Performance and evaluation systems	Yes	Yes	01/01/2018	31/12/2018
Promotions	No	No		
Transfers	No	No		
Succession and experience planning	No	No		
Disciplinary measures	Yes	Yes	01/01/2018	31/12/2018
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/01/2018	31/12/2022
Corporate culture	Yes	Yes	01/01/2018	31/12/2020
Reasonable accommodation	Yes	Yes	01/01/2018	31/12/2020
HIV and AIDS education and prevention programmes	Yes	Yes	01/01/2018	31/12/2022
Assigned senior manager(s) to manage EE implementation	No	No		
Budget allocation in support of employment equity goals	Yes	Yes	01/01/2018	31/12/2022
Time off for employment equity consultative committee to meet	No	No		

10. Monitoring and evaluation of implementation:

10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

Monthly	Quarterly
	Quarterly

10.2 Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
	No	The challenge is that the institution is going through organisational realignment, resulting in some positions being frozen. This process has impacted on the EE Targets.

EEA2: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Prof LR VC & Principal (full Name) CEO/Accounting Officer of TSHWANE UNIVERSITY OF TECHNOLOGY hereby declare that I have read, approved and authorized this report.</p> <p>Signed on this 7th day of December (month) year 2018</p> <p>At (place) : Pretoria</p> <p>Chief Executive Officer/Accounting Officer</p>