

TRAINING FOR SHOP STEWARDS Procedures

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DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

GENERAL

IMPORTANCE OF PROCEDURES

PROCESS

- ✓ COLLECTIVE AGREEMENT 1 OF 2019
- ✓ ADDENDUM OF COLLECTIVE AGREEMENT 1 OF 2019

EMPLOYER

- ✓ RIGHT/BEST CANDIDATE
- ✓ OPTIMAL FUNCTIONING

EMPLOYEE

- ✓ EQUAL OPPORTUNITIES

SHOP STEWARD

- ✓ OBSERVER



WHAT IS EXPECTED OF THE OBSERVER?

- OBSERVE THE PROCEDURES
- ENSURE THAT THERE IS EQUALNESS
- NOBODY IS FAVOURED/DISADVANTAGED.



DO'S AND DON'T OF OBSERVER:

THE OBSERVER MAY:

- ASK QUESTIONS TO GET CLARITY
- INDICATE IF SOMETHING IS NOT RIGHT
- REFUSE TO SIGN DOCUMENTS, IF THE PROCEDURE IS NOT PERFORMED AS INTENDED.
- DECLARE DISPUTE.
- FEEDBACK TO SAOU REGARDING THE PROCEDURES.



DO'S AND DON'T OF OBSERVER:

THE OBSERVER MAY NOT:

- SET UP THE CRITERIA
- SET UP THE INTERVIEW QUESTIONS
- PARTICIPATE IN THE MARK ALLOCATION



APPLICATIONS

PROCEDURES (APPLICATION FORMS)

- ✓ ADVERTISEMENT – GAZETTE, PUBLIC MEDIA, CIRCULARS, ETC.
- ✓ TAKE NOTE OF THE REQUIREMENTS, CLOSING DATES, ETC.
- ✓ ONLY Z83 FORM – NB!
 - ✓ POST NUMBER, PERSAL NUMBER, NO MISTAKES, BLACK PEN, NO TIPPEX, SIGNATURE, INFORM SAOU.
- ✓ SEPARATE APPLICATION FORM.
- ✓ **ORIGINAL** CERTIFIED COPIES (6 MONTHS)
- ✓ DEPARTMENT HAS THE RIGHT NOT TO FILL THE POST, NO FEEDBACK AFTER 4 MONTHS = UNSUCCESSFUL



PROCEDURES (CV)

- ✓ CV – NB
 - ✓ QUALIFICATIONS, SUBJECTS, CURRENT SUBJECTS TEACHING
 - ✓ PREVIOUS/CURRENT EXPERIENCE: DATES (PRECISE), POSITION, SCHOOL/EMPLOYER
 - ✓ REFERENCES (AT LEAST 2 RECENT)
 - ✓ ALL QUALIFICATIONS (GR 12, FORMAL, INFORMAL)
 - ✓ ID
 - ✓ SACE (NB)
- ✓ APPLICATIONS PER HAND, OR POSTED – NO E-MAILS OR FAX
- ✓ PROOF OF RECEIPT IS EXTREMELY IMPORTANT



SIFTING (SELECTION)

A cluster of white, three-dimensional geometric shapes, primarily triangles and tetrahedrons, of various sizes, arranged in a cascading pattern from the top right towards the bottom left. Some shapes are on a dark blue horizontal band, while others are on the white background below it.

SAOOU

WHAT HAPPENS

- ✓ INCOMPLETE APPLICATIONS NOT CONSIDERED
- ✓ UNION IS NOTIFIED BEFORE THE SHORT LISTING
- ✓ CTU-ATU & SADTU
- ✓ LONG LIST (PO10/2002) NAMES
- ✓ HR-REPRESENTATIVE (OBSERVER) (SITS IN) BRINGS APPLICATIONS
- ✓ PO10/2002 ACCORDING TO APPLICATIONS, e.g. 25 = 25

UNIONS

SHOP STEWARD

- ✓ WHY OBSERVE
- ✓ SAOU SENDS LIST OF APPLICATIONS
- ✓ MAKE SURE APPLICATIONS ARE THERE
- ✓ CHECK REASONS FOR SIFTING
- ✓ CONSEQUENCES/DEMARCATON

SAOUD

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SAOU YouTube

