

Enquiries: Mr Moila Obed

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TO : District Director
CC : Directors - THRS
CC : Director – Recruitment and Selection
CC : Deputy Director – THRS District Office
CC : ASD/DCES – HRP – District Office
CC : School Principals
CC : Grade – R Practitioners

**SUBJECT: UPGRADING AND CONVERSION OF QUALIFYING GRADE – R PRACTITIONERS
EFFECTIVE FROM 1 JANUARY 2022**

Dear District Director

Kindly note the following aspects as it relates to the absorption of Grade – R Practitioners:

- The Practitioners must be in possession of a Bachelor Degree (BED Foundation Phase) or a Diploma in Grade R Teaching.
- The Practitioners must be fully registered with South African Council of Educators (SACE).
- The Practitioners must be employed in a Public School within the Gauteng Department of Education.
- The following documents must be submitted to THRS: HRP at the respective District Office:
 - Certified copies of Qualifications
 - Certified copy of SACE Certificate
 - Certified copy of ID
 - Signed GDE0001 form
 - SARS Number
 - Signed consent form
 - Form 29 (Sexual offender register verification)

- All documents must be submitted to THRS: HRP Unit for the attention of the HRP coordinator.
- All qualifying practitioners will be subjected to a police clearance.
- All District Offices and Principals are requested to bring this memo to the attention of all qualifying practitioners.

Yours in Education

A handwritten signature in black ink, appearing to read 'J. Coetzee', written over a horizontal line.

Mr Jose Coetzee

Chief Director: Strategic HR Management

Date: 26/10/2021

SUBJECT: MANAGEMENT PLAN FOR THE CONVERSION OF GRADE – R PRACTITIONERS

Date	Action	Responsibility
25/10/2021	Ratification of the Memo	PELRC Chamber
26/10/2021	Distribution of the Final Memo to schools and Consent Form	District Office – (HRP Unit)
27 – 29/10/2021	Collection of Required documents from qualifying practitioners 1. Certified copies Qualifications 2. Certified copy of ID 3. Certified copy of SACE 4. SARS Number 5. Signed GDE0001 Form 6. Consent form	District Office - HRP Principals IDSO/Cluster leaders Grade R practitioners
01/11/2021 – 19/11/2021	Verification of the documents	HRP
19/11/2021	Submissions of verified Documents for implementation	THRS: HRP OD - HRMIS
22/11 – 03/12/2021	Conversion of the verified and qualifying practitioners	THRS - COS
	Issuance of Letters to qualifying Practitioners	THRS – COS IDSO/Cluster leaders principals
03-15/12/2021	Qualifying Practitioners received the letters for Conversion.	District – COS/Schools