



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 Employment and 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 Employment and 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	UNIVERSITY OF CAPE TOWN
DTI registration name	
DTI registration number	
PAYE/SARS number	7870704204
UIF reference number	136909/6
EE reference number	806909
Seta classification	EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
Industry/Sector	EDUCATION
Industry Sub Sector	Higher education
Bargaining Council	Other
Telephone number	0216502175
Postal address	University of Cape Town Lovers Walk, Lower Campus RONDEBOSCH
City/Town	RONDEBOSCH
Postal code	7701
Province	WESTERN CAPE
Physical address	University of Cape Town Lovers Walk, Lower Campus RONDEBOSCH
City/Town	RONDEBOSCH
Postal code	7701
Province	WESTERN CAPE
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Professor Mamokgethi Phakeng
Telephone number	0216502173
Fax number	0216505100
Email address	vc@uct.ac.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Professor Elelwani Ramugondo
Telephone number	0216502175
Fax number	0216505100
Email address	dvc.transformation@uct.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?	No
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2022

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

From (date): 01/07/2021

To (date): 30/06/2022

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

From (date): 01/01/2022

To (date): 31/12/2026

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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 Employment and 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 of its 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 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	0	0	0	0	1	0	0	0	0	0	1
Senior management	3	2	2	1	1	0	3	4	2	4	22
Professionally qualified and experienced specialists and mid-management	23	70	36	193	27	68	32	168	165	86	868
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	240	339	56	307	365	706	133	564	209	250	3169
Semi-skilled and discretionary decision making	439	289	2	23	417	506	26	80	18	23	1823
Unskilled and defined decision making	87	49	0	0	309	159	0	4	4	8	620
TOTAL PERMANENT	792	749	96	524	1120	1439	194	820	398	371	6503
Temporary employees	90	90	18	110	154	184	40	211	76	96	1069
GRAND TOTAL	882	839	114	634	1274	1623	234	1031	474	467	7572

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	0	0	1	3	0	0	0	3	2	1	10
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	3	0	4	2	4	0	11	1	1	27
Semi-skilled and discretionary decision making	3	0	0	0	1	1	0	1	0	0	6
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	4	3	1	7	3	5	0	15	3	2	43
Temporary employees	2	2	0	0	0	1	0	2	0	0	7
GRAND TOTAL	6	5	1	7	3	6	0	17	3	2	50

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	1	1	0	3
Professionally qualified and experienced specialists and mid-management	4	6	1	19	4	3	1	9	9	4	60
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	56	47	7	84	65	78	22	129	44	55	587
Semi-skilled and discretionary decision making	21	20	3	8	52	37	5	21	5	7	179
Unskilled and defined decision making	6	2	0	0	15	5	0	0	1	0	29
TOTAL PERMANENT	88	75	11	111	136	123	28	160	60	66	858
Temporary employees	392	486	41	399	797	1178	95	705	294	283	4670
GRAND TOTAL	480	561	52	510	933	1301	123	865	354	349	5528

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	1	1	0	0	2
Professionally qualified and experienced specialists and mid-management	1	6	3	6	1	7	5	12	7	6	54
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	5	1	2	7	17	2	2	1	1	41
Semi-skilled and discretionary decision making	5	2	0	0	2	1	0	0	0	0	10
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	9	13	4	8	10	25	8	15	8	7	107
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	9	13	4	8	10	25	8	15	8	7	107

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	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	2	13	4	36	4	16	2	32	23	11	143
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	40	32	8	71	68	59	24	104	47	43	496
Semi-skilled and discretionary decision making	26	19	4	11	44	33	2	21	6	5	171
Unskilled and defined decision making	1	2	0	0	4	9	0	1	23	4	44
TOTAL PERMANENT	69	66	16	118	120	117	28	158	99	63	854
Temporary employees	395	477	38	393	767	1169	104	713	293	277	4626
GRAND TOTAL	464	543	54	511	887	1286	132	871	392	340	5480

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	0	0	0	0	0	0	1	1	2
Professionally qualified and experienced specialists and mid-management	4	7	11	14	1	27	8	53	125
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	99	129	18	43	129	335	62	148	963
Semi-skilled and discretionary decision making	58	102	0	7	138	265	6	15	591
Unskilled and defined decision making	25	10	0	0	64	57	0	0	156
TOTAL PERMANENT	186	248	29	64	332	684	77	217	1837
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	186	248	29	64	332	684	77	217	1837

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	1	0	0	0	0	0	0	1
Senior management	4	2	2	1	2	2	2	4	1	2	22
Professionally qualified and experienced specialists and mid-management	72	90	33	161	52	81	34	151	96	57	827
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	360	414	54	264	456	599	132	476	143	137	3035
Semi-skilled and discretionary decision making	396	352	11	89	389	465	23	127	4	3	1859
Unskilled and defined decision making	109	83	4	22	266	138	0	21	4	12	659
TOTAL PERMANENT	941	941	104	538	1165	1285	191	779	248	211	6403
Temporary employees	45	46	7	68	88	104	26	125	37	45	591
GRAND TOTAL	986	987	111	606	1253	1389	217	904	285	256	6994

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	1	0	0	0	0	0	1
Senior management	4	2	2	1	2	0	4	5	1	2	23
Professionally qualified and experienced specialists and mid-management	45	75	34	199	33	69	29	170	114	60	828
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	280	367	56	270	415	669	139	546	149	146	3037
Semi-skilled and discretionary decision making	438	325	7	46	407	501	23	103	4	4	1858
Unskilled and defined decision making	101	65	1	14	293	156	0	12	4	12	658
TOTAL PERMANENT	868	834	100	530	1151	1395	195	836	272	224	6405
Temporary employees	45	46	7	68	88	104	26	125	37	45	591
GRAND TOTAL	913	880	107	598	1239	1499	221	961	309	269	6996

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.

Consultation	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	01/03/2022	30/06/2023
Advertising Positions	Yes	Yes	01/03/2022	30/06/2023
Selection criteria	Yes	Yes	01/03/2022	30/06/2023
Appointments	Yes	Yes	17/01/2022	31/07/2023
Job classification and grading	Yes	Yes	01/03/2022	30/06/2023
Remuneration and benefits	Yes	Yes	01/05/2024	30/04/2025
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/10/2022	31/12/2026
Training and development	Yes	Yes	01/01/2022	31/12/2026
Performance and evaluation systems	Yes	Yes	01/02/2022	31/12/2022
Promotions	Yes	Yes	17/01/2022	31/12/2023
Transfers	No	No		
Succession and experience planning	Yes	Yes	17/01/2022	31/12/2023
Disciplinary measures	Yes	Yes	01/07/2022	31/12/2023
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/02/2022	31/12/2023
Corporate culture	Yes	Yes	01/04/2022	30/11/2023
Reasonable accommodation	Yes	Yes	17/01/2022	31/12/2026
HIV and AIDS education and prevention programmes	No	No		
Assigned senior manager(s) to manage EE implementation	No	No		
Budget allocation in support of employment equity goals	No	No		
Time off for employment equity consultative committee to meet	Yes	Yes	01/09/2022	31/12/2026

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
		The new five-year plan was approved by the Department of Employment and Labour in October 2022. The new EE Plan was implemented, a Guidance Note and Employment Equity Calculator was implemented to assist with the implementation of the Employment Equity Plan. The University is in the process of reviewing performance agreements of Senior Managers. Executives to start discussions and review of performance

	No	agreements. As per the Employment Equity Plan, this should be finalised by the 31st of July 2023. There is currently a Collective Agreement in place with the Unions regarding the implementation of the Integrated Talent Management Framework. Various stakeholders form part of the task team looking into this. A revised online Employment Equity Training course was developed that is available to all staff. All selection committee members, including Employment Equity Representatives are encouraged to complete the online training. Various training interventions relating to inclusivity are taking place.
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EEA2 Section G: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer

I Professor Mamokgethi Phakeng (full Name) CEO/Accounting Officer of
UNIVERSITY OF CAPE TOWN hereby declare that I have read, approved and authorized this information.

Signed on this 22nd day of November (month) year 2022

At (place) : Cape Town

Chief Executive Officer/Accounting Officer