



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	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	CATERING, ACCOMMODATION AND OTHER TRADE
Telephone number	0216501004
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	Dr Max Price
Telephone number	0216502105
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	Mrs Lucina Reddy - temporary capacity
Telephone number	0216501004
Fax number	0216505882
Email address	lucina.reddy@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?	Yes
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2017

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

From (date): 01/07/2016

To (date): 30/06/2017

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

From (date): 01/04/2015

To (date): 31/03/2020

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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 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	1	0	0	0	0	0	0	1
Senior management	2	3	0	2	1	2	2	6	0	1	19
Professionally qualified and experienced specialists and mid-management	26	50	32	211	12	26	22	167	124	42	712
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	189	280	48	369	270	627	132	682	213	217	3027
Semi-skilled and discretionary decision making	456	352	9	47	450	619	24	127	30	43	2157
Unskilled and defined decision making	143	77	0	1	353	200	0	5	9	12	800
TOTAL PERMANENT	816	762	89	631	1086	1474	180	987	376	315	6716
Temporary employees	27	25	11	134	30	55	18	200	27	10	537
GRAND TOTAL	843	787	100	765	1116	1529	198	1187	403	325	7253

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	1	0	7	1	0	0	9	2	2	23
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	3	0	9	3	7	3	13	2	1	41
Semi-skilled and discretionary decision making	5	9	0	2	2	4	0	2	0	0	24
Unskilled and defined decision making	0	0	0	0	0	1	0	0	0	0	1
TOTAL PERMANENT	6	13	0	18	6	12	3	24	4	3	89
Temporary employees	0	0	0	3	0	0	0	4	0	0	7
GRAND TOTAL	6	13	0	21	6	12	3	28	4	3	96

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	0	0	0	0	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	9	3	1	11	5	2	1	12	5	1	50
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	128	117	15	225	175	272	102	505	106	152	1797
Semi-skilled and discretionary decision making	975	655	32	228	1155	1211	78	527	161	199	5221
Unskilled and defined decision making	154	90	0	1	369	210	0	5	9	13	851
TOTAL PERMANENT	1266	865	48	465	1705	1695	181	1049	281	365	7920
Temporary employees	488	198	54	628	874	406	168	1144	163	106	4229
GRAND TOTAL	1754	1063	102	1093	2579	2101	349	2193	444	471	12149

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	2	0	0	0	0	1	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	3	2	3	8	1	3	0	15	8	7	50
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	22	19	1	13	35	40	7	31	13	26	207
Semi-skilled and discretionary decision making	2	4	1	0	2	2	0	0	1	0	12
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	29	25	5	21	38	46	7	46	22	33	272
Temporary employees	2	1	0	9	5	8	2	24	4	2	57
GRAND TOTAL	31	26	5	30	43	54	9	70	26	35	329

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	1	2	0	2	0	0	0	0	1	0	6
Professionally qualified and experienced specialists and mid-management	6	6	1	36	6	1	1	31	13	2	103
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	98	113	9	255	119	249	86	536	114	145	1724
Semi-skilled and discretionary decision making	685	551	26	213	1014	1117	79	527	161	196	4569
Unskilled and defined decision making	18	20	0	1	27	23	0	1	1	1	92
TOTAL PERMANENT	808	692	36	507	1166	1390	166	1095	290	344	6494
Temporary employees	473	195	55	630	866	392	162	1110	164	108	4155
GRAND TOTAL	1281	887	91	1137	2032	1782	328	2205	454	452	10649

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	5	0	0	2	0	0	3	10
Professionally qualified and experienced specialists and mid-management	21	37	10	107	10	21	22	83	311
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	247	214	51	275	284	580	126	623	2400
Semi-skilled and discretionary decision making	91	149	2	10	165	425	21	69	932
Unskilled and defined decision making	0	0	0	0	2	0	0	0	2
TOTAL PERMANENT	359	405	63	392	463	1026	169	778	3655
Temporary employees	13	23	5	44	18	10	4	10	127
GRAND TOTAL	372	428	68	436	481	1036	173	788	3782

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	1	0	0	0	0	0	1
Senior management	2	7	0	2	1	0	5	15	1	0	33
Professionally qualified and experienced specialists and mid-management	40	68	30	190	24	35	17	157	99	35	695
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	131	250	54	256	154	422	91	277	129	106	1870
Semi-skilled and discretionary decision making	104	198	5	11	136	341	16	52	6	23	892
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	277	523	89	459	316	798	129	501	235	164	3491
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	277	523	89	459	316	798	129	501	235	164	3491

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	1	0	0	0	0	0	0	1
Senior management	2	4	0	2	1	2	2	6	0	0	19
Professionally qualified and experienced specialists and mid-management	23	47	28	192	10	25	22	157	104	45	653
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	116	230	33	212	136	467	74	382	136	93	1879
Semi-skilled and discretionary decision making	322	255	1	12	218	408	13	48	11	3	1291
Unskilled and defined decision making	132	70	0	0	340	183	0	3	8	13	749
TOTAL PERMANENT	595	606	62	419	705	1085	111	596	259	154	4592
Temporary employees	459	119	74	242	505	204	61	362	0	0	2026
GRAND TOTAL	1054	725	136	661	1210	1289	172	958	259	154	6618

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	01/04/2015	31/03/2020
Advertising Positions	No	No		
Selection criteria	Yes	Yes	01/04/2015	31/03/2020
Appointments	No	No		
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	No	No		
Training and development	No	No		
Performance and evaluation systems	Yes	Yes	01/04/2015	31/03/2020
Promotions	Yes	Yes	01/04/2015	31/03/2020
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/04/2015	31/03/2020
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	No	No		
Corporate culture	Yes	Yes	01/04/2015	31/03/2020
Reasonable accommodation	No	No		
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	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	During the current reporting period the university staff profile changed due to the insourcing of approximately 1500 staff. At this stage the university is unable to compare the proposed targets of this group of staff against the actual profile in the EE plan due to the shift in profile. In the categories that remain unchanged the university was able to achieve and sometimes exceed the targets set. The university is currently revising its EE plan and will present the updated staff profile and the EE targets to the University

EEA2: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Dr Max Price (full Name) CEO/Accounting Officer of UNIVERSITY OF CAPE TOWN hereby declare that I have read, approved and authorized this report.</p> <p>Signed on this 15th day of January (month) year 2018</p> <p>At (place) : Cape Town</p> <p>Chief Executive Officer/Accounting Officer</p>