



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	Education Labour Relations
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 Loretta Feris
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	2020

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

From (date): 30/06/2019

To (date): 31/07/2020

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

From (date): 01/01/2019

To (date): 31/12/2021

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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	1	4	2	1	0	2	3	3	1	2	19
Professionally qualified and experienced specialists and mid-management	30	70	35	228	27	60	29	184	127	57	847
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	225	338	67	338	364	712	143	671	209	198	3265
Semi-skilled and discretionary decision making	457	311	4	36	444	547	26	86	23	30	1964
Unskilled and defined decision making	90	54	0	0	311	169	0	3	4	12	643
TOTAL PERMANENT	803	777	108	603	1147	1490	201	947	364	299	6739
Temporary employees	20	19	6	24	52	51	14	57	9	18	270
GRAND TOTAL	823	796	114	627	1199	1541	215	1004	373	317	7009

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	1	1	8	1	1	0	9	2	1	24
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	6	0	10	5	8	3	20	1	1	56
Semi-skilled and discretionary decision making	1	3	0	1	1	6	0	2	0	0	14
Unskilled and defined decision making	0	0	0	0	0	1	0	0	0	0	1
TOTAL PERMANENT	3	10	1	19	7	16	3	31	3	2	95
Temporary employees	1	0	0	0	0	0	0	0	0	0	1
GRAND TOTAL	4	10	1	19	7	16	3	31	3	2	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	1	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	3	2	2	10	6	3	1	6	7	1	41
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	56	52	19	111	91	90	31	173	63	50	736
Semi-skilled and discretionary decision making	37	29	2	16	73	89	8	30	4	12	300
Unskilled and defined decision making	0	2	0	0	1	0	0	0	0	0	3
TOTAL PERMANENT	96	86	23	137	171	182	40	209	74	63	1081
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	96	86	23	137	171	182	40	209	74	63	1081

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	1	0	0	0	0	0	0	0	1	2
Professionally qualified and experienced specialists and mid-management	1	4	7	19	6	10	5	16	14	10	92
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	18	35	7	20	26	57	10	36	10	16	235
Semi-skilled and discretionary decision making	16	10	0	0	27	30	2	3	1	1	90
Unskilled and defined decision making	0	1	0	0	0	2	0	0	0	0	3
TOTAL PERMANENT	35	51	14	39	59	99	17	55	25	28	422
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	35	51	14	39	59	99	17	55	25	28	422

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	7	1	9	4	7	2	18	7	5	62
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	42	56	17	123	71	77	26	177	54	51	694
Semi-skilled and discretionary decision making	28	22	0	18	64	72	6	23	9	9	251
Unskilled and defined decision making	6	4	0	0	5	7	0	0	0	0	22
TOTAL PERMANENT	78	89	18	150	144	163	34	218	70	65	1029
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	78	89	18	150	144	163	34	218	70	65	1029

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	0	0	0
Professionally qualified and experienced specialists and mid-management	1	2	2	8	3	3	3	16	38
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	36	21	15	29	44	75	21	71	312
Semi-skilled and discretionary decision making	3	2	0	0	13	26	4	5	53
Unskilled and defined decision making	2	0	0	0	3	1	0	0	6
TOTAL PERMANENT	42	25	17	37	63	105	28	92	409
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	42	25	17	37	63	105	28	92	409

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	3	4	2	1	2	3	2	4	1	3	25
Professionally qualified and experienced specialists and mid-management	52	71	35	227	35	60	29	184	127	56	876
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	225	338	67	338	364	712	143	671	209	198	3265
Semi-skilled and discretionary decision making	457	311	6	36	445	547	24	86	23	30	1965
Unskilled and defined decision making	124	59	0	0	334	174	0	2	7	12	712
TOTAL PERMANENT	861	783	110	602	1181	1496	198	947	367	299	6844
Temporary employees	140	111	15	187	278	276	47	261	77	70	1462
GRAND TOTAL	1001	894	125	789	1459	1772	245	1208	444	369	8306

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	3	4	2	1	2	2	3	4	1	3	25
Professionally qualified and experienced specialists and mid-management	52	71	35	227	27	60	29	184	127	56	868
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	225	338	67	338	364	712	143	671	209	198	3265
Semi-skilled and discretionary decision making	457	311	6	36	445	547	24	86	23	30	1965
Unskilled and defined decision making	124	59	0	0	334	174	0	3	7	12	713
TOTAL PERMANENT	861	783	110	602	1173	1495	199	948	367	299	6837
Temporary employees	140	111	15	187	278	276	47	261	77	70	1462
GRAND TOTAL	1001	894	125	789	1451	1771	246	1209	444	369	8299

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	01/01/2019	30/06/2021
Advertising Positions	No	No		
Selection criteria	No	No		
Appointments	Yes	Yes	01/01/2019	30/06/2021
Job classification and grading	No	No		
Remuneration and benefits	Yes	Yes	01/01/2019	31/12/2021
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/01/2019	31/12/2021
Training and development	Yes	Yes	01/03/2019	31/12/2021
Performance and evaluation systems	Yes	Yes	01/01/2019	30/06/2021
Promotions	Yes	Yes	01/01/2019	30/06/2021
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/02/2019	31/12/2021
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/04/2019	31/12/2021
Corporate culture	Yes	Yes	01/01/2019	31/12/2021
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	The new three year plan was approved by the Department of Employment and Labour in March 2019. Three of the thirteen barriers identified were resolved and affirmative actions measures put in place during the reporting period, viz. advertising positions, selection criteria and disciplinary measures. 2020 has been a challenging year globally, which has impacted on the momentum of the implementation of affirmative action measures, as well as, on recruitment process more generally. Objective 1, Communication, Advocacy and

	Awareness, of the EE Plan for year 2 has been met. Objective 2, Recruitment and Selection, of the EE Plan for year 2 has partially been met. Objective 3, Development and Retention, of the EE Plan for year 2 is in the developmental phase. Objective 4, Measurement, of the EE Plan for year 2 has been met.
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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. At (place) : Chief Executive Officer/Accounting Officer