



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	0216502559
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	0216503600
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	2016

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

From (date): 01/07/2015

To (date): 30/06/2016

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

From (date): 01/04/2015

To (date): 31/03/2020

PLEASE READ THIS FIRST

- 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	1	4	0	6	0	1	2	7	1	1	23
Professionally qualified and experienced specialists and mid-management	24	54	31	232	11	25	22	174	125	38	736
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	187	298	46	402	266	687	115	768	239	229	3237
Semi-skilled and discretionary decision making	145	237	3	31	269	440	23	81	21	27	1277
Unskilled and defined decision making	8	10	1	1	11	11	0	1	2	0	45
TOTAL PERMANENT	365	603	81	673	557	1164	162	1031	388	295	5319
Temporary employees	9	19	8	133	17	39	7	154	23	14	423
GRAND TOTAL	374	622	89	806	574	1203	169	1185	411	309	5742

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	0	0	9	1	0	0	10	3	2	26
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	6	0	13	3	7	3	15	2	2	51
Semi-skilled and discretionary decision making	4	7	0	3	2	5	0	4	0	0	25
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	5	13	0	25	6	12	3	29	5	4	102
Temporary employees	0	1	0	5	0	0	0	3	0	0	9
GRAND TOTAL	5	14	0	30	6	12	3	32	5	4	111

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	0	0	1	0	0	0	1
Professionally qualified and experienced specialists and mid-management	4	2	0	13	7	0	3	14	11	2	56
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	283	337	31	318	458	797	97	673	208	282	3484
Semi-skilled and discretionary decision making	400	311	38	158	659	460	66	433	121	115	2761
Unskilled and defined decision making	16	14	1	2	24	16	0	0	1	1	75
TOTAL PERMANENT	703	664	70	491	1148	1273	167	1120	341	400	6377
Temporary employees	405	193	59	768	777	382	143	1178	149	107	4161
GRAND TOTAL	1108	857	129	1259	1925	1655	310	2298	490	507	10538

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	2	0	0	0	0	0	1	0	0	3
Professionally qualified and experienced specialists and mid-management	0	3	0	11	3	2	3	14	15	5	56
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	23	11	2	15	43	45	5	35	19	23	221
Semi-skilled and discretionary decision making	2	0	0	0	4	3	0	0	0	0	9
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	25	16	2	26	50	50	8	50	34	28	289
Temporary employees	2	2	1	11	4	8	4	23	1	1	57
GRAND TOTAL	27	18	3	37	54	58	12	73	35	29	346

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	1	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	4	3	2	28	6	1	0	16	14	7	81
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	251	317	26	320	426	746	102	693	216	289	3386
Semi-skilled and discretionary decision making	386	317	38	168	633	432	63	442	116	121	2716
Unskilled and defined decision making	15	10	0	3	20	13	0	0	2	1	64
TOTAL PERMANENT	656	647	66	520	1085	1192	165	1151	348	418	6248
Temporary employees	410	192	59	756	774	384	143	1192	148	110	4168
GRAND TOTAL	1066	839	125	1276	1859	1576	308	2343	496	528	10416

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	47	70	33	309	39	32	48	241	819
Senior management	229	424	22	28	356	922	33	214	2228
Professionally qualified and experienced specialists and mid-management	1	5	0	8	0	0	4	19	37
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	476	694	111	680	398	1155	178	1633	5325
Semi-skilled and discretionary decision making	0	0	0	1	0	0	0	0	1
Unskilled and defined decision making	5	0	0	0	4	0	0	0	9
TOTAL PERMANENT	758	1193	166	1026	797	2109	263	2107	8419
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	758	1193	166	1026	797	2109	263	2107	8419

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	1	0	0	0	2
Senior management	2	7	0	2	1	0	5	15	1	0	33
Professionally qualified and experienced specialists and mid-management	56	93	49	289	41	60	30	267	158	61	1104
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	115	225	35	157	137	397	78	311	70	80	1605
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	130	645	235	164	3636
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	277	523	89	459	316	798	130	645	235	164	3636

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	1	5	1	10	0	0	3	12	3	0	35
Professionally qualified and experienced specialists and mid-management	17	50	28	210	10	21	12	153	115	31	647
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	73	206	23	176	98	391	53	361	86	94	1561
Semi-skilled and discretionary decision making	70	198	2	10	119	353	11	61	6	24	854
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	1	1
TOTAL PERMANENT	161	459	54	407	227	765	79	587	210	150	3099
Temporary employees	14	9	0	13	28	18	2	18	173	195	470
GRAND TOTAL	175	468	54	420	255	783	81	605	383	345	3569

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	30/03/2020
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	Yes	Yes	01/04/2015	31/03/2021
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	The Table in figure 1.1. of this report includes all employees who are employed at UCT as per the government profile of staff for companies including university student tutors. The University's Employment Equity Plan is developed only with staff who hold a permanent contract employment appointment. The University is currently analysing the data for the reporting period to indicate the level of progress that has been made in achieving the targets set out by the university. The University therefore is also unable to

	indicate fully the targets set out for the next reporting period and will be able to send to the DoL as soon as this is available. The shifts in the staff profile indicate some progress but the university remains committed to implementing the employment equity plan as set out in 2015.
--	---

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 14th day of January (month) year 2017</p> <p>At (place) : Cape Town</p> <p>Chief Executive Officer/Accounting Officer</p>