



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](http://www.labour.gov.za)  
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	CAPE PENINSULA UNIVERSITY OF TECHNOLOGY (CPUT)
DTI registration name	CAPE PENINSULA UNIVERSITY OF TECHNOLOGY (CPUT)
DTI registration number	
PAYE/SARS number	7510759717
UIF reference number	U510759717
EE reference number	788701
Seta classification	EDUCATION, TRAINING AND DEVELOPMENT PRACTICES
Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES
Telephone number	0214603339
Postal address	PO Box 1906 Bellville BELLVILLE SOUTH
City/Town	BELLVILLE
Postal code	7530
Province	WESTERN CAPE
Physical address	Symphony Way Bellville South BELLVILLE
City/Town	CAPE TOWN
Postal code	7530
Province	WESTERN CAPE
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Dr Chris Nhlapo
Telephone number	0219596244
Fax number	0219515422
Email address	NhlapoC@cput.ac.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Amanda Glaeser
Telephone number	0214603339
Fax number	0865447723
Email address	glaeserA@cput.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	2018

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

From (date): 01/10/2017

To (date): 30/09/2018

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

From (date): 01/10/2016

To (date): 30/09/2019

#### 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	1	0	0	0	0	0	0	0	0	0	1
Senior management	2	2	0	2	4	1	0	0	0	0	11
Professionally qualified and experienced specialists and mid-management	49	68	12	58	25	36	8	67	44	7	374
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	149	200	10	108	161	255	16	111	52	25	1087
Semi-skilled and discretionary decision making	65	103	2	1	127	128	2	18	1	1	448
Unskilled and defined decision making	361	72	0	2	423	126	2	0	4	0	990
TOTAL PERMANENT	627	445	24	171	740	546	28	196	101	33	2911
Temporary employees	365	327	26	256	396	422	21	316	281	94	2504
GRAND TOTAL	992	772	50	427	1136	968	49	512	382	127	5415

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

## 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	1	0	0	0	0	0	0	0	0	0	1
Senior management	0	1	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	4	6	0	2	3	0	0	1	1	0	17
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	5	8	0	3	7	12	3	5	2	3	48
Semi-skilled and discretionary decision making	3	2	0	0	6	2	0	0	0	0	13
Unskilled and defined decision making	0	0	0	0	17	9	0	0	0	1	27
TOTAL PERMANENT	13	17	0	5	33	23	3	6	3	4	107
Temporary employees	229	156	15	102	244	200	7	134	146	52	1285
GRAND TOTAL	242	173	15	107	277	223	10	140	149	56	1392

## 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	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	2	2	5	0	2	2	3	5	1	23
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	2	0	2	1	3	1	1	0	1	14
Semi-skilled and discretionary decision making	0	0	0	0	1	0	0	0	0	0	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	4	4	2	7	2	5	3	4	5	2	38
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	4	4	2	7	2	5	3	4	5	2	38

## 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	3	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	5	3	1	1	0	1	0	1	4	0	16
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	9	10	0	5	12	8	0	6	2	1	53
Semi-skilled and discretionary decision making	9	6	0	0	10	9	0	1	0	0	35
Unskilled and defined decision making	5	2	0	0	5	2	0	0	0	0	14
TOTAL PERMANENT	28	21	1	6	30	20	0	8	6	1	121
Temporary employees	97	100	7	71	110	114	4	96	76	36	711
GRAND TOTAL	125	121	8	77	140	134	4	104	82	37	832

## 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	1	0	0	0	0	0	0	0	1
Senior management	1	1	0	3	3	1	0	0	9
Professionally qualified and experienced specialists and mid-management	17	18	2	15	14	19	1	22	108
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	79	54	2	25	91	113	13	62	439
Semi-skilled and discretionary decision making	3	6	0	1	13	10	0	1	34
Unskilled and defined decision making	80	4	0	0	101	40	2	0	227
TOTAL PERMANENT	181	83	4	44	222	183	16	85	818
Temporary employees	3	3	0	5	5	2	0	6	24
GRAND TOTAL	184	86	4	49	227	185	16	91	842

## SECTION E: NUMERICAL GOALS &amp; 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	1	0	0	0	0	0	0	0	0	0	1
Senior management	5	1	0	1	4	1	0	1	0	0	13
Professionally qualified and experienced specialists and mid-management	134	19	7	37	119	15	7	34	0	0	372
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	186	282	10	120	130	250	10	109	0	0	1097
Semi-skilled and discretionary decision making	76	116	4	49	54	103	4	45	0	0	451
Unskilled and defined decision making	168	257	10	109	119	228	10	99	0	0	1000
TOTAL PERMANENT	570	675	31	316	426	597	31	288	0	0	2934
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	570	675	31	316	426	597	31	288	0	0	2934

## 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	1	0	0	0	0	0	0	0	0	0	1
Senior management	3	1	0	1	3	1	0	1	0	0	10
Professionally qualified and experienced specialists and mid-management	112	26	7	45	97	22	7	41	7	7	371
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	174	261	11	109	141	250	11	109	10	10	1086
Semi-skilled and discretionary decision making	71	107	4	45	58	103	4	45	4	4	445
Unskilled and defined decision making	158	238	10	99	129	228	10	99	9	9	989
TOTAL PERMANENT	519	633	32	299	428	604	32	295	30	30	2902
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	519	633	32	299	428	604	32	295	30	30	2902

## SECTION F: MONITORING &amp; 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	01/10/2016	30/09/2019
Advertising Positions	Yes	Yes	01/10/2016	30/09/2019
Selection criteria	No	No		
Appointments	Yes	Yes	01/10/2016	30/09/2019
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	Yes	Yes	01/10/2016	30/09/2019
Job assignments	No	No		
Work environment and facilities	No	No		
Training and development	Yes	Yes	01/10/2016	30/09/2019
Performance and evaluation systems	Yes	Yes	01/10/2016	30/09/2019
Promotions	No	No		
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/10/2016	30/09/2019
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/10/2016	30/09/2019
Corporate culture	No	No		
Reasonable accommodation	Yes	Yes	01/10/2016	30/09/2019
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 University has not been able to meet all the targets set out. In the overall category for the designated group African male and female, the university has exceeded the target in respect of the unskilled labour category. However, in the categories professionally qualified and skilled technical, the university has not achieved the targets which may in part be due to the lack of opportunities available to recruit new staff from the designated groups. The University will continue to review its annual progress in achieving its



EEA2: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Dr Chris Nhlapo (full Name) CEO/Accounting Officer of CAPE PENINSULA UNIVERSITY OF TECHNOLOGY (CPUT) hereby declare that I have read, approved and authorized this report.</p> <p>Signed on this 15<sup>th</sup> day of January (month) year 2019</p> <p>At (place) : Cape Town</p>  <p>Chief Executive Officer/Accounting Officer</p>