



## PLEASE READ THIS FIRST

## SECTION A: EMPLOYER DETAILS &amp; 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](http://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	Emeritus Professor Martin Hall
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	2021

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

From (date): 01/07/2020

To (date): 30/06/2021

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	2	3	2	2	1	1	2	3	1	4	21
Professionally qualified and experienced specialists and mid-management	29	64	37	216	25	61	28	179	126	56	821
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	210	308	59	285	338	666	136	575	183	179	2939
Semi-skilled and discretionary decision making	435	289	4	19	392	486	23	69	13	14	1744
Unskilled and defined decision making	87	52	0	0	302	164	0	3	4	12	624
TOTAL PERMANENT	763	716	102	522	1059	1378	189	829	327	265	6150
Temporary employees	84	94	12	116	168	216	50	251	68	72	1131
GRAND TOTAL	847	810	114	638	1227	1594	239	1080	395	337	7281

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	4	0	2	0	3	5	2	18
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	5	0	6	4	8	2	19	3	2	51
Semi-skilled and discretionary decision making	1	3	0	1	3	6	0	2	0	0	16
Unskilled and defined decision making	0	0	0	0	0	1	0	0	0	0	1
TOTAL PERMANENT	3	9	1	11	7	17	2	24	8	4	86
Temporary employees	0	1	0	1	1	2	0	1	0	1	7
GRAND TOTAL	3	10	1	12	8	19	2	25	8	5	93

## 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	2	1	0	0	0	0	1	5
Professionally qualified and experienced specialists and mid-management	3	5	2	14	0	3	3	10	11	2	53
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	32	31	8	80	79	76	25	106	48	58	543
Semi-skilled and discretionary decision making	20	11	1	8	50	31	3	18	3	6	151
Unskilled and defined decision making	0	0	0	0	1	0	0	0	0	0	1
TOTAL PERMANENT	56	47	11	104	131	110	31	134	62	67	753
Temporary employees	206	197	32	348	402	350	85	540	175	180	2515
GRAND TOTAL	262	244	43	452	533	460	116	674	237	247	3268

## 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	2	2	2	3	3	7	4	5	10	3	41
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	3	0	1	7	12	2	2	2	1	33
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	5	5	2	4	10	19	6	7	12	4	74
Temporary employees	0	0	0	0	0	1	0	0	1	0	2
GRAND TOTAL	5	5	2	4	10	20	6	7	13	4	76

## 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	1	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	5	14	2	42	2	13	7	25	29	14	153
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	37	41	13	98	67	70	21	134	50	57	588
Semi-skilled and discretionary decision making	28	14	1	15	53	44	6	13	6	7	187
Unskilled and defined decision making	2	3	0	0	8	4	0	0	0	1	18
TOTAL PERMANENT	72	72	16	155	130	132	34	172	85	79	947
Temporary employees	169	174	30	285	372	262	70	464	157	154	2137
GRAND TOTAL	241	246	46	440	502	394	104	636	242	233	3084

## 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	6	6	5	0	8	16	7	16	64
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	30	47	14	0	60	92	35	46	324
Semi-skilled and discretionary decision making	20	22	1	0	48	121	6	9	227
Unskilled and defined decision making	2	0	0	0	0	1	0	0	3
TOTAL PERMANENT	58	75	20	0	116	230	48	71	618
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	58	75	20	0	116	230	48	71	618

## 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	0	0	0	0	1	0	0	0	0	0	1
Senior management	3	4	2	2	2	3	2	4	1	4	27
Professionally qualified and experienced specialists and mid-management	52	71	37	216	35	61	28	179	126	56	861
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	215	308	59	285	338	666	136	575	183	179	2944
Semi-skilled and discretionary decision making	453	289	6	19	392	486	23	69	13	14	1764
Unskilled and defined decision making	124	59	0	0	334	174	0	6	7	12	716
TOTAL PERMANENT	847	731	104	522	1102	1390	189	833	330	265	6313
Temporary employees	140	111	15	187	278	276	50	261	77	72	1467
GRAND TOTAL	987	842	119	709	1380	1666	239	1094	407	337	7780

## 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	3	2	2	2	1	2	4	1	4	25
Professionally qualified and experienced specialists and mid-management	45	75	37	216	33	69	29	179	126	60	869
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	273	352	59	285	387	669	139	575	183	179	3101
Semi-skilled and discretionary decision making	438	316	7	46	407	501	23	94	13	14	1859
Unskilled and defined decision making	101	65	1	14	302	164	0	12	4	12	675
TOTAL PERMANENT	861	811	106	563	1132	1404	193	864	327	269	6530
Temporary employees	84	94	12	116	168	216	50	251	68	72	1131
GRAND TOTAL	945	905	118	679	1300	1620	243	1115	395	341	7661

## 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.

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	01/02/2022	31/12/2022
Advertising Positions	Yes	Yes	01/06/2022	31/12/2023
Selection criteria	No	No		
Appointments	Yes	Yes	01/02/2022	31/12/2022
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	Yes	Yes	01/02/2022	31/12/2026
Training and development	Yes	Yes	01/02/2022	30/06/2023
Performance and evaluation systems	Yes	Yes	01/02/2022	31/12/2023
Promotions	Yes	Yes	01/02/2022	31/12/2023
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/02/2022	31/12/2023
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	No	No		
Corporate culture	Yes	Yes	01/02/2022	30/06/2023
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	Yes	Yes	01/02/2022	31/12/2023

## 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
Yes		Partially, other than meeting the EE numerical goals and targets set, some of the following non-numerical EE Goals were achieved over the past three years. These include EE-related policies reviewed, revised, approved and implemented during the period, viz. the VC Transformation Awards, EE, Sexual Misconduct, Disciplinary, Anti-bullying and Disability. A staff Inclusivity Survey was conducted and an Inclusivity Strategy developed and implemented.



EEA2 Section G: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>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.</p> <p>Signed on this 17<sup>th</sup> day of December (month) year 2021</p> <p>At (place) : Cape Town</p> <p>Chief Executive Officer/Accounting Officer</p>