



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	Other
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 Mosa Moshabela
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 Elelwani Ramugondo
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	2024

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

From (date): 01/07/2023

To (date): 30/06/2024

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

From (date): 01/01/2022

To (date): 31/12/2026

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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	1	0	0	0	0	0	0	0	1
Senior management	2	2	3	1	2	1	2	3	1	2	19
Professionally qualified and experienced specialists and mid-management	35	72	40	201	33	79	35	178	150	85	908
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	275	349	55	277	478	729	160	539	199	213	3274
Semi-skilled and discretionary decision making	493	292	3	19	552	545	18	60	20	22	2024
Unskilled and defined decision making	66	27	0	0	246	92	0	4	1	0	436
TOTAL PERMANENT	871	742	102	498	1311	1446	215	784	371	322	6662
Temporary employees	89	69	12	83	216	191	35	193	53	80	1021
GRAND TOTAL	960	811	114	581	1527	1637	250	977	424	402	7683

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	0	0	5	0	3	1	6	3	0	18
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	5	0	8	3	7	1	16	1	2	45
Semi-skilled and discretionary decision making	2	0	0	1	1	7	0	2	0	0	13
Unskilled and defined decision making	0	0	0	0	3	3	0	0	0	0	6
TOTAL PERMANENT	4	5	0	14	7	20	2	24	4	2	82
Temporary employees	0	0	0	0	1	1	1	1	1	0	5
GRAND TOTAL	4	5	0	14	8	21	3	25	5	2	87

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	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	3	2	14	0	5	1	4	3	2	35
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	56	53	13	81	105	66	27	102	56	45	604
Semi-skilled and discretionary decision making	45	29	0	17	116	62	4	18	9	6	306
Unskilled and defined decision making	10	1	0	0	10	1	0	2	0	1	25
TOTAL PERMANENT	112	86	15	112	231	134	32	126	68	54	970
Temporary employees	395	465	49	298	899	1178	125	646	205	222	4482
GRAND TOTAL	507	551	64	410	1130	1312	157	772	273	276	5452

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	2	0	0	1	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	5	2	0	6	2	3	0	7	4	8	37
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	1	0	0	7	6	0	1	0	0	18
Semi-skilled and discretionary decision making	21	16	0	0	52	48	0	0	3	8	148
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	29	19	2	6	61	58	0	8	7	16	206
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	29	19	2	6	61	58	0	8	7	16	206

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	1	0	0	0	0	2	0	0	3
Professionally qualified and experienced specialists and mid-management	11	16	4	57	11	20	3	26	6	6	160
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	65	57	16	100	86	69	31	151	25	44	644
Semi-skilled and discretionary decision making	42	28	1	23	68	69	8	34	14	14	301
Unskilled and defined decision making	15	3	0	0	16	5	1	1	0	4	45
TOTAL PERMANENT	133	104	22	180	181	163	43	214	45	68	1153
Temporary employees	465	428	47	355	905	1056	123	644	135	297	4455
GRAND TOTAL	598	532	69	535	1086	1219	166	858	180	365	5608

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	3	3	1	11	2	5	3	15	43
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	12	11	2	9	29	54	7	38	162
Semi-skilled and discretionary decision making	26	28	0	0	64	69	0	3	190
Unskilled and defined decision making	6	2	0	0	36	9	0	0	53
TOTAL PERMANENT	47	44	3	20	131	137	10	56	448
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	47	44	3	20	131	137	10	56	448

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	4	2	2	1	2	2	2	4	1	2	22
Professionally qualified and experienced specialists and mid-management	72	90	33	161	52	81	34	151	96	57	827
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	360	414	54	264	456	599	132	476	143	137	3035
Semi-skilled and discretionary decision making	396	352	11	89	389	465	23	127	4	3	1859
Unskilled and defined decision making	109	83	4	22	266	138	0	21	4	12	659
TOTAL PERMANENT	941	941	104	537	1166	1285	191	779	248	211	6403
Temporary employees	45	46	7	68	88	104	26	125	37	45	591
GRAND TOTAL	986	987	111	605	1254	1389	217	904	285	256	6994

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	2	2	1	2	2	2	4	1	2	22
Professionally qualified and experienced specialists and mid-management	57	85	33	172	42	77	34	158	105	58	821
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	322	386	55	268	439	631	135	509	148	142	3035
Semi-skilled and discretionary decision making	414	339	7	75	392	479	24	120	4	3	1857
Unskilled and defined decision making	107	75	4	18	276	142	0	19	4	12	657
TOTAL PERMANENT	904	887	101	534	1152	1331	195	810	262	217	6393
Temporary employees	45	46	7	68	88	104	26	125	37	45	591
GRAND TOTAL	949	933	108	602	1240	1435	221	935	299	262	6984

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	01/03/2022	30/06/2023
Advertising Positions	Yes	Yes	01/03/2022	30/06/2023
Selection criteria	Yes	Yes	01/03/2022	30/06/2023
Appointments	Yes	Yes	17/01/2022	31/07/2023
Job classification and grading	Yes	Yes	01/03/2022	30/06/2023
Remuneration and benefits	Yes	Yes	01/05/2024	30/04/2025
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/10/2022	31/12/2026
Training and development	Yes	Yes	01/01/2022	31/12/2026
Performance and evaluation systems	Yes	Yes	01/02/2022	31/12/2022
Promotions	Yes	Yes	17/01/2022	31/12/2023
Transfers	No	No		
Succession and experience planning	Yes	Yes	17/01/2023	31/12/2023
Disciplinary measures	Yes	Yes	01/07/2022	31/12/2023
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/02/2022	31/12/2023
Corporate culture	Yes	Yes	01/04/2022	30/11/2023
Reasonable accommodation	Yes	Yes	17/01/2022	31/12/2026
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	01/09/2022	31/12/2026

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 work around the 2024 objectives are in progress. The first draft of the Internal Staff Promotion Policy is ready and consultation regarding the policy is underway. The review of the EE guidance note and EE Policy is underway. Once this is finalised there will be further collaboration with HR to ensure that the HR policies that are linked to the EE Policy and guidance note are also aligned and updated.

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

Chief Executive Officer/Accounting Officer
<p>I Professor Mosa Moshabela (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 10th day of December (month) year 2024</p> <p>At (place) : Cape Town</p> <p>Chief Executive Officer/Accounting Officer</p>