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**PHSDSBC**  
PUBLIC HEALTH AND SOCIAL DEVELOPMENT  
SECTORAL BARGAINING COUNCIL



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**PHSDSBC**  
RESOLUTION  
1 of 2014

Agreement on Recognition of  
Improved Qualifications in the Sector



# **PHSDSBC**

**PUBLIC HEALTH AND SOCIAL DEVELOPMENT  
SECTORAL BARGAINING COUNCIL**

**PHSDSBC RESOLUTION 1 OF 2014: AGREEMENT ON RECOGNITION OF  
IMPROVED QUALIFICATIONS IN THE SECTOR**

## 1. BACKGROUND

1. In July 2012, the Public Service Coordinating Bargaining Council (PSCBC) signed a collective agreement, Resolution 1 of 2012 - Improvement of Salaries and Other Conditions of Service.
2. Amongst the conditions that were agreed upon, is Clause 7 of PSCBC Resolution 1 of 2012, which indicates as follows:
  - 2.1 The employer will recognise the attainment of an improved qualification which is related to the employees' scope of work and which enhances the employee's performance and the service delivery by the employee.
  - 2.2 Upon attainment of an improved qualification, which relates to the employee's scope of work, the employee will receive a Once Off Cash Bonus (OOCB) of ten percent (10%) of her/his annual salary notch; provided this does not exceed the minimum notch of salary level 8, which is payable with effect from 01 January 2013.
  - 2.3 The cash bonus is limited to attainment of one additional qualification.
  - 2.4 Employees funded by the state for the attainment of an improved qualification are not eligible for the OOCB.
  - 2.5 The sectors must define the qualifications which are relevant to their respective areas of work, and determine the conditions or criteria applicable for recognition of improved qualifications.
  - 2.6 Where sectors have more favourable conditions, such conditions shall be retained and any amendment thereof maybe negotiated in the sector.

Thereafter, the PHSDSBC concluded its own agreement, for recognition of improved qualifications, for employees in the health and social development sector.

## 2. PHSDSBC RESOLUTION 1 OF 2014 - RECOGNITION OF IMPROVED QUALIFICATIONS IN THE SECTOR

- 2.1 The criteria for recognition of improved qualifications is as follows:
  - 2.1.1 Only qualifications which have been obtained through a recognised institution registered with the Department of Higher Education will be entitled to receive the bonus.
  - 2.1.2 International qualifications which are recognised by the South.

African Qualification Authority (SAQA) will be acceptable for recognition. It is incumbent on the employee to ensure that the relevant SAQA approval certificate is attached to the qualifications concerned.

- 2.1.3 Qualifications must have the necessary National Qualification Framework (NQF) credits attached, in order to be recognised:
  - 2.1.3.1 National Certificate - 120 credits
  - 2.1.3.2 National Diploma- 240 credits
  - 2.1.3.3 Degree (including Post-Graduate Degree) - 360 credits
  - 2.1.3.4 B-Tech Degree or a Professional Degree - 480 credits
  - 2.1.3.5 The listed qualifications must carry a minimum of 120 credits and be in duration of at least a 12-month period.
- 2.1.4 The minimum qualifications for appointment requirements and recognisable improved qualifications, for all occupations shall be as listed in Annexure "A" of the PHSDSBC Resolution 1 of 2014.
- 2.1.5 In instances where qualifications applicable to existing occupational categories are omitted from Annexure "A", the employer shall recognise such improved qualifications in accordance with the criteria contained in the agreement.
- 2.1.6 Departmental bursary holders whose bursaries are withdrawn, and have repaid the department such amounts in terms of the applicable bursary conditions, shall benefit in terms of the agreement should they acquire an improved qualification through self-funding.
- 2.1.7 The Employer may add to the list mentioned in clause 2.1.5 above, new qualifications, provided that such additions meet the applicable criteria referred to in the agreement.

## 3. FREQUENTLY ASKED QUESTIONS

- 3.1 Q: Would an employee qualify for a OOCB; if s/he had been partially funded by the employer for his/her studies?

**A: If the employer had provided funding, regardless of the percentage, an employee would not be eligible to receive a OOCB.**
- 3.2 Q: Would an employee, who transferred from one department/province to another, before completing his/her studies, be eligible to claim a OOCB at the new department/province, after completion?

**A: An employee would be able to claim a OOCB from the new department/province, which in turn, would claim from the old department/province.**

3.3 Q: Would an employee (with a qualification that meets the criteria) who had resigned, thereafter be able to claim a OOCB?

**A: An employee would not forfeit a OOCB if s/he meets the criteria.**

3.4 Q: Would an employee who studied for a qualification that is unrelated to her/his work, qualify for a OOCB, e.g. a nurse who obtains a LLB or pharmacy degree?

**A: Only studies that are related to the employee's scope of work qualify for a OOCB.**

3.5 Q: Are medical and dental specialists omitted from PHSDSBC Resolution 1 of 2014?

**A: All specialists are included in PHSDSBC Resolution 1 of 2014 under medical and dental professions, not as specialists.**

3.6 Q: Are social development categories covered in PHSDSBC Resolution 1 of 2014?

**A: Social development categories are covered under Annexure "A", of PHSDSBC Resolution 1 of 2014.**

3.7 Q: Are contract workers included in PHSDSBC Resolution 1 of 2014?

**A: All employees in the sector, irrespective of their employment status, are included in PHSDSBC Resolution 1 of 2014.**

3.8 Q: Would an employee who had attained a matric qualification, be eligible for a OOCB?

**A: Only qualifications obtained from institutions registered with the Department of Higher Education, and not the Department of Basic Education, would be recognised as improved qualifications.**

3.9 Q: Should an employee with a diploma, proceed to obtain a degree, would her/his qualification be recognised as an improved qualification?

**A: Any qualification that is a minimum requirement for a post, would not constitute an improved qualification.**

3.10 Q: How many times would an employee qualify for a OOCB?

**A: OOCB, would be given to an employee one time only.**

3.11 Q: How would the duration of a qualification be determined, in a case where a certificate did not specify the duration?

**A: An employee would have to submit proof of duration, which could be obtained from the training institution.**

3.12 Q: Would an employee qualify for a OOCB if s/he was given study/sabbatical leave to pursue the qualification, and continued to receive a salary?

**A: An employee who was given study/sabbatical leave would qualify for a OOCB.**

3.13 Q: How would the employer verify that an employee had not previously received a OOCB?

**A: The employer would utilise its internal processes of verification, and an employee who wishes to apply for a OOCB, would be required to complete and submit an application form which has a declaratory clause.**

3.14 Q: After the endorsement of a job evaluation, which adds a minimum qualification which had not previously existed, would obtaining the new minimum qualification qualify for a OOCB?

**A: Obtaining the minimum qualification would be recognised as an improved qualification.**

3.15 Q: Would an employee who had benefitted from previous collective agreements/resolutions, regarding improved qualifications, be eligible for a OOCB in PHSDSBC Resolution 1 of 2014?

**A: Any employee who had previously benefitted from any collective agreements/resolutions would be able to claim a OOCB, in respect of PHSDSBC Resolution 1 of 2014; as long as the employee meets the criteria.**

3.16 Q: What would be the relevant improved qualifications for general assistants, orderlies and cleaners?

**A: These employees can obtain any qualification; however, the qualification must be an improved qualification which is related to the employee's scope of work and which would enhance employee's performance.**

3.17 Q: Why does PHSDSBC Resolution 1 of 2014 exclude qualifications for Senior Management Service (SMS) employees?

**A: These employees are excluded because their conditions of service are regulated in the SMS Handbook.**

3.18 Q: Would a professional nurse on production, who obtained a qualification in administration, qualify for a OOCB?

**A: The professional nurse on production, would not be able to receive a OOCB, because the improved qualification should be related to the employee's scope of work, which would enhance employee's performance in the post occupied.**

3.19 Q: Would an employee who had studied in 2012, but whose certificate was only issued after 01 January 2013 qualify?

**A: An employee who had completed her/his studies prior to 2013, would not be able to receive a OOCB, because the critical date is the date when the qualification was obtained.**

3.20 Q: If an employee was a bursary holder and it is required that s/he should service the employer a certain number of years, could the cash bonus be equated to same?

**A: This resolution does not replace other policies of government regulating bursaries; employees could not double dip on bursary and the OOCB.**

3.21 Q: Would there be a notch increment over and above a OOCB, on the submission of an improved qualification.

**A: The agreement only provides for a OOCB, as a benefit.**

3.22 Q: Would an employee be required to provide her/his student number on the application form for improved qualifications?

**A: It is the employer's responsibility to verify the information provided by an employee.**

3.23 Q: Would an employee who studied while on probation, be eligible to benefit from PHSDSBC Resolution 1 of 2014?

**A: An employee who was on probation is not barred from receiving a OOCB; provided s/he meets the criteria.**

3.24 Q: Would the improved qualification be recognised by the date indicated on the transcript or the certificate?

**A: The improved qualification is recognised on the date of the final transcript, i.e. the date when an employee has satisfied all the requirements of the qualification; not the date of issue of the actual certificate.**

3.25 Q: In the case where an employee who was employed in the procurement component, obtained a human resources degree, and then become employed in the human resources component of the department, would s/he be eligible for a OOCB?

**A: If the degree obtained is a standard requirement for the post in the human resources component, then the employee would not be compensated; however, an employee would receive a OOCB if s/he obtained a qualification above the standard qualification required for the job.**

3.26 Q: Why is a statement of results required when applying for recognition of improved qualifications?

**A: If the certificate does not indicate the credits attached to the qualification, the statement of results is necessary to verify the credits.**

3.27 Q: How would medical officers receive a OOCB because there are no medical officers on salary level 8?

**A: Medical officers would receive compensation using the Non-Occupational Specific Dispensation salary level 8 of the public service.**

3.28 Q: In the case of the child care qualification that had been discontinued, how would a child care worker improve her/his qualifications?

**A: A child care worker would have to pursue any other qualification that is within her/his scope of work.**

3.29 Q: How would the OOCB be calculated if an employee was on salary level 9?

**A: An employee on salary level 9, would be compensated by utilising the Non- Occupational Specific Dispensation salary level 8 of the public service, i.e. the employee would receive a OOCB based on salary level 8, notch 1.**

3.30 Q: Would a staff nurse who obtained a diploma in nursing, qualify for a OOCB?

**A: The staff nurse would be recognised based on her/his current post, i.e. s/he would qualify for a OOCB based on her/his staff nurse salary scale.**

**What is the definition of the 'relevant qualification in the sector'?**

3.31 Q: What is the definition of relevant qualifications in the public health and social development sector?

**A: Relevant qualifications within the sector, are as contained in Annexure "A", which are in line with clause 5.7 of PHSDSBC Resolution 1 of 2014, to which the employer could add to, following ratification by the PHSDSBC.**

3.32 Q: Does PHSDSBC Resolution 1 of 2014 recognise qualifications obtained prior to 2013?

**A: Any qualifications obtained prior to 01 January 2013 would not be recognised.**

3.33 Q: Is the OOCB in line with PSCBC Resolution 1 of 2012?

**A: PHSDSBC Resolution 1 of 2014 is based on PSCBC Resolution 1 of 2012.**

3.34 Q: What is the duration of the qualifications to be recognised?

**A: The minimum duration is 12 months.**

3.35 Q: What happens in the case of an employee who had failed her/his last year and had utilised her/his money to complete her/his studies?

**A: The employee would have to firstly pay back the money, before s/he could be eligible.**

3.36 Q: Does PHSDSBC Resolution 1 of 2014 recognise the qualification, if a nurse (shop steward) studies labour relations, and the employer employs her/him as a labour relations officer?

**A: The qualification would have to be related to the employee's scope of work, which would enhance the employee's performance and the service delivery by the employee.**

3.37 Q: Forensic medical services has no regulated qualification; how would PHSDSBC Resolution 1 of 2014, address this predicament?

**A: The qualification would not be recognised if it is not registered with the Department of Higher Education.**

3.38 Q: A nursing assistant who had completed a bridging course to qualify as a professional nurse qualify?

**A: An employee would be recognised based on the current post occupied, in this case, nursing assistants scale.**

3.39 Q: Would a student who is paid by SETA qualify?

**A: PHSDSBC Resolution 1 of 2014 only provides for employees of government in the public health and social development sector.**

3.40 Q: Does a nutritionist qualify for recognition of improved qualifications?

**A: If it is an existing qualification that meets the criteria, a nutritionist would qualify, in line with clause 5.7 of PHSDSBC Resolution 1 of 2014.**