



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



PRESIDENTIAL
EMPLOYMENT
STIMULUS

**IMPLEMENTATION FRAMEWORK
FOR USE OF FUNDS ALLOCATED FOR THE
BASIC EDUCATION EMPLOYMENT INITIATIVE
A COMPONENT OF THE
PRESIDENTIAL EMPLOYMENT STIMULUS**

PHASE V: 2025

IMPLEMENTATION FRAMEWORK FOR USAGE OF FUNDS ALLOCATED FOR THE BASIC EDUCATION EMPLOYMENT INITIATIVE A COMPONENT OF PRESIDENTIAL EMPLOYMENT STIMULUS

1. INTRODUCTION

The Basic Education Employment Initiative (BEEI) Phase V, a component of Presidential Employment Stimulus (PES), as implemented in the 2025/26 financial year is funded through National Treasury (NT) Funds – R1.6 billion and the Department of Employment and Labour, through the Unemployment Insurance Fund (UIF) has provided financial support amounting to R4,013 billion. The UIF funds will be transferred to the Industrial Development Corporation (IDC) as the Implementing Agent of the Department of Basic Education (DBE) for management, administration and disbursement to beneficiaries in the form of stipends. The NT funds will be disbursed to provinces directly as part of the equitable share. IDC will act as an implementation agent, providing a payment solution for the payment of stipends directly to beneficiaries. Through this funding, the sector will be providing 158,402 job opportunities to young people. IDC will provide Standard Procedures for the Kwantu Payment Solution. An additional role for IDC will be to provide Exit Opportunities for young people placed in Phase V of BEEI.

A further R1,6 billion has been allocated by the National Treasury to provide 46,274 jobs for young people. Stipends will be paid by provinces through either school transfers or Persal system.

In total, Phase V of the BEEI aims to create 204,676 placed opportunities for South African youth for a period of six (6) months between the ages of 18-34 (and turning 35 on or before March 2026). Provision has also been made in schools for Learners with Special Education Needs (LSEN) to place people at the age of 39 (and turning 40 on or before March 2026).

Of 204,676, more than three-quarters or 136,451, are Education Assistants (EAs) and one-quarter or 55,000 are General School Assistants (GSAs). The youth will be placed in public schools around the country.

The EAs are sub-categorised into those assisting teachers in Curriculum, eCadres assisting with integration of ICT, Reading Champions who will be assisting in reading and literacy, and Care and Support Assistants that will provide support to learners, including psychosocial support. Laboratory Assistants that will provide support to teachers in laboratories and Workshop

Assistants that will support technical schools and schools of skills. Handypersons assisting in infrastructure maintenance; Sports and Enrichment assistants assisting in sports, arts, and culture activities,

The guideline document is drafted for the payment of stipends and data to assistants through either the National Treasury or UIF allocation, and payment of UIF by IDC on behalf of provinces. It provides the roles and responsibilities on the funding part of the Department of Basic Education (DBE), Provincial Education Departments (PEDs), Districts, Circuits, Schools and IDC.

2. OBJECTIVES

The objective of the guideline is to ensure that processes related to the management, administration and utilization of funds allocated for the implementation of Phase V of the BEEI are standardised and consistent across all provinces. To ensure that all assistants receive their payments timeously every month.

3. GUIDING PRINCIPLE

- 3.1 **Transparency, openness, accessibility** – Funds allocated for payments of stipends are utilized for the intended purpose, reported in an open, accessible and transparent system.
- 3.2 **Accountability** – Funds allocated are accounted for accordingly by all levels and reports provided in accordance with the Public Finance Management Act (PFMA).
- 3.3 **Proactiveness** in management of risk linked to handling government money.
- 3.4 **Auditability** – the funds allocated and reports thereof should be auditable.
- 3.5 **Common Standards and Consistency** - ensure uniformity in application of the laws, rules and regulations pertinent to the various public funds transactions.
- 3.6 **Compliance** – with the PFMA prescripts and relevant National Treasury regulations.

4. FUNDS ALLOCATED

4.1 Funds allocated through UIF

PROVINCES	No of learner	No of Schools	% Split per province	Total no. of jobs from the R3.872 billion excluding IDC fees of R141 million	TOTAL Stipend Allocation (4,000) X 6 MONTHS	Employer UIF Contribution (1%) X 6 MONTHS	TOTAL STIPEND & EMPLOYER UIF CONTR' (R4,000) X 6 MONTHS	DATA (R30*6 MONTHS) TO BE INCLUDED IN STIPEND	DATA (R30*6 MONTHS) FOR TIMEKEEPERS	EXIT OPPORTUNITIES	PROJECT MANAGEMENT FEES	TOTAL
EC	1,778,000	4,932	14.03%	22218	533,238,835	5,332,388	538,571,224	3,999,291	887,760	14,026,518		557,484,793
FS	706,500	839	5.57%	8829	211,885,960	2,118,860	214,004,820	1,588,145	151,020	5,573,529		221,318,514
GP	2,241,100	1,519	17.68%	28005	672,126,858	6,721,269	678,848,127	5,040,951	273,420	17,679,881		701,842,380
KZN	2,827,700	5,167	22.31%	35336	848,053,687	8,480,537	856,534,223	6,360,403	930,060	22,307,528		886,132,214
LP	1,694,800	3,604	13.37%	21179	508,286,377	5,082,864	513,369,241	3,812,148	648,720	13,370,159		531,200,267
MP	1,083,500	1,542	8.55%	13540	324,951,787	3,249,518	328,201,305	2,437,138	277,560	8,547,656		339,463,660
NC	299,600	414	2.36%	3744	89,852,843	898,528	90,751,372	673,896	74,520	2,363,523		93,863,311
NW	847,690	1,340	6.69%	10593	254,230,162	2,542,302	256,772,464	1,906,726	241,200	6,687,367		265,607,757
WC	1,197,100	954	9.44%	14959	359,021,490	3,590,215	362,611,705	2,692,661	171,720	9,443,838		374,919,925
IDC											41,167,180	41,167,180
	12,675,990	20,311	100.00%	158,402	3,801,848,000	38,016,480	3,839,864,480	28,512,360	3,655,980	100,000,000	41,167,180	4,013,000,000

4.2 Funds allocated by the National Treasury

Provinces	No of Schools	No. of Learners	% split per province= PED no. of learners/national no. of learners	Total Job Opportunities (No. of assistants)	TOTAL Stipend Allocation (4,000) X 6 MONTHS	Employer UIF Contribution (1%) X 6 MONTHS	TOTAL STIPEND & 1% EMPLOYER UIF CONTR' (R4,000) X 6 MONTHS	DATA (R30*6 MONTHS) TO BE INCLUDED IN STIPEND	Training	PM Fees	National Treasury Amount	DBE ENE	PROVINCIAL ENE
EC	4,932	1,778,000	14.03%	6,490	155,771,775	1,557,718	157,331,363	1,168,288	56,106,071	7,197,700	221,803,423	56,106,071	165,697,352
FS	839	706,500	5.57%	2,579	61,896,940	618,969	62,516,653	464,227	22,294,117	5,825,764	91,100,760	22,294,117	68,806,644
GP	1,519	2,241,100	17.68%	8,181	196,344,277	1,963,443	198,310,078	1,472,582	70,719,526	7,797,814	278,300,000	70,719,526	207,580,474
KZN	5,167	2,827,700	22.31%	10,322	247,736,697	2,477,367	250,217,040	1,858,025	89,230,111	8,776,709	350,081,886	89,230,111	260,851,774
LP	3,604	1,694,800	13.37%	6,187	148,482,567	1,484,826	149,969,176	1,113,619	53,480,635	7,003,518	211,566,949	53,480,635	158,086,314
MP	1,542	1,083,500	8.55%	3,955	94,926,163	949,262	95,876,565	711,946	34,190,623	6,818,349	137,597,483	34,190,623	103,406,860
NC	414	299,600	2.36%	1,094	26,248,157	262,482	26,510,954	196,861	9,454,094	3,835,461	39,997,370	9,454,094	30,543,276
NW	1,340	847,690	6.69%	3,094	74,266,690	742,667	75,010,249	557,000	26,749,469	5,925,194	108,241,912	26,749,469	81,492,443
WC	954	1,197,100	9.44%	4,370	104,878,735	1,048,787	105,928,782	786,591	37,775,353	6,819,490	151,310,216	37,775,353	113,534,863
DBE										10,000,000	10,000,000	10,000,000	
Total	20,311	12,675,990	100.00%	46,273	1,110,552,000	11,105,520	1,121,657,520	8,329,140	400,000,000	70,000,000	1,600,000,000	410,000,000	1,190,000,000

4.3 The Details of the Funds Allocated

(a) Stipends

- The assistants will be paid a total amount of R4000.00 per month, which includes 1% of the UIF contribution of the employee (Youth/Assistant)

(b) UIF

- UIF contribution of the employer (1% of employee stipend) = R40
- UIF contribution of employee (1%, which is included in the total stipend amounting to R4000) = R40
- Total payable to UIF = 2% (R40 + R40 = R80)

(c) For Pro-rata – kindly see the Implementation Framework Annexure – on Pro-rata

(d) Data for the Young Person

- Young people will be allocated data for R30.00 every month.

(e) Training allocation

Training Categories

Category	Target
<u>Orientation + & NSSF + Digify Africa's Online Safety</u>	204,676
Curriculum Assistants	116 676
eCadres (ICT)	20 000
Reading Champions	116 676
Sport and Enrichment Assistants (SEA)	18 000
Care and Support Assistants (CSA)	20 000
Handymen (School Infrastructure)	20 000
Laboratory Assistants (LabA)	5 000
Workshop Assistants	5 000
Digital Literacy - NEMISA	204,676 (ICT)
Financial Management	204 676
Exit opportunities	All Assistants 204 676

(i) Spending items and sub-items for training of assistants, funds with DBE (DBE to provide a Guideline on how to access the training funding):

- Venues and Facilities (Face-to-face training, where possible, this method should be minimized, preferably, this method should be for schools with connectivity issues)
- Payment of training facilitators (External Facilitators – where applicable)
- Training materials (Printed, videos or online downloads, its preferable to use electronic material)
- PPEs for Handymen (Maximum allocation per handyman R 500, tools such as toolbox should be left with the school)
- Catering (within Treasury guidelines)
- Training Providers which will abide by the guidelines

(f) Data allocation to placed youth – Funds with PEDs and IDC

- Placed youth be allocated data to access trainings and complete assessments after school hours. The youth will be allocated data for R30 X 6 months = total R180.00
- Options to allocate data for assistants paid through National Treasury funds:
 - i. Direct allocation of data to youth by PED then reverse the bill to the department

- ii. Transfer of funds to schools to buy bulk data as well as include in the salaries of youth allocated amount for data.
- iii. Schools pay the amount to the youth on monthly basis.
- iv. Schools purchase data and claim back from the PED as S&T
- v. Conditions for youth to receive data
 - ✓ The first month will have no conditions, however month two going forward, the youth needs to provide evidence that they are attending the on-line training provided for the course.

(g) Advocacy and Communication funds with PEDs

- (i) R500 000 or less should be used for advocacy of the project (BEEI)

- Broadcast Media – Radio and TV
- Regional Radio and TV Stations (recruitment ads/ live reads)
- Print media placement (e.g. recruitment ads and Op-Eds)
- Podcast and Blogs
- Online media

(h) Operational Budget/Project Management Fee funds with PEDs- includes the following spending items:

(i) Compensation

- Provincial level - new placements or secondment of Project Team (secondment payments should comply with HR guidelines related to acting allowances (acting rank **minus** actual rank)
- Overtime (full compliance with treasury regulations and DPSA regulations)

(ii) Goods and Services

- Communication: Telephone, Data and Airtime (Monitoring Team, Training Team and Project Team)
- Stationery (Printing paper, other materials)
- Travel and Subsistence: Accommodation, Flights, Car Rental, Own transport (Monitoring Team, Training Team, Support Team and Project Team)
- Training and orientation of officials (Province/Districts/Schools)
- **Machinery and Equipment:** Laptop/desktop/ printing equipment for Project Team (replacement of non-functioning equipment or procurement for newly placed Project members)

(i) Training Budget allocated to DBE

National Treasury has allocated a total of R400 million for training of young people and this allocation will be administered by DBE, and procurement thereof will be done in collaboration with PEDs based on training plans approved by the respective HoDs. The DBE and PEDs should ensure compliance with all policies, regulations and guidelines related to procuring services.

The DBE will receive quotations from PEDs for processing. Accompanying quotations should be:

- Current Tax Clearance Certificate
- BEE Certificate / Certified Affidavit
- Bank Confirmation Letter
- Company Registration Documents
- Tourism Grading Number (In case of Accommodation)
- Proof of Central Supplier Database Registration
- Provinces are encouraged to use on-line as far as it is possible or Hybrid model where some training is face-to-face for some schools that have connectivity challenges and those with connectivity, training be on-line.

Payment to facilitators should only be considered for external facilitators. The procurement of services from external service providers should only be based on capacity challenges and all planned training for Phase V to be approved by the Head of the Department and submitted to DBE.

PEDs at all times should ensure compliance with all policies, regulations and guidelines related to procuring services, payment of overtime, claims, employment, and secondment of officials. (Treasury Regulations). Procurement Directorate assist and guide procurement processes related to spending items of the intervention.

Overtime: Payment to comply with Treasury Regulation and DPSA regulations on overtime. No deviation from the DPSA prescripts on overtime will be allowed. PEDs must not use any exemptions granted for other programme/project on overtime claims. e.g. exam markers.

5. JOB OPPORTUNITIES ALLOCATED

PROVINCE	Education Assistants (3/4 of the total job opportunities)	General School Assistants (1/4 of the total job opportunities)	Number of Job Opportunities per Province
EC	21532	7177	28709
FS	8556	2852	11408
GT	27140	9047	36186
KZN	34244	11415	45658
LP	20525	6842	27366
MP	13121	4374	17495
NC	3629	1210	4838
NW	10265	3422	13687
WC	14497	4832	19329
Total	153507	51169	204676

6. ROLES, RESPONSIBILITIES AND REPORTING

6.1 Department of Basic Education

- 6.1.1 Calculate the number of assistants allocated per province and the minimum wage to be paid per assistant and provide these to the provinces (for both the National Treasury allocation to provinces and UIF allocation).
- 6.1.2 Issue letters informing provinces about the IDC stipend payment process (for the UIF funding)
- 6.1.3 To provide operating standard procedures to access the training funding allocated at DBE
- 6.1.4 Provide the Budget Programme Structure (SCOA codes) for capturing the allocated budget to the province.
- 6.1.5 Analyze provincial expenditure reports provided monthly or when required.
- 6.1.6 Consolidate reconciled expenditure reports provided for reporting purposes.
- 6.1.7 Provide the Presidency, National Treasury, DEL/UIF and other relevant stakeholders with the performance report and expenditure reports for the allocated funds.
- 6.1.8 Monitor and receive reports from IDC on payment of the UIF contribution to the Department of Labour and Employment or SARS on behalf of provinces.

6.2 Provincial Education Department

- 6.2.1 Issue a Circular informing schools about the payment process / method for Phase V of the BEEI (for both the National Treasury and UIF funding)
- 6.2.2 Capture the allocated budget on the following **Budget Programme Structure (SCOA)**
- **Fund: Presidential Employment Initiative Fund**
 - **Programme 7: Examination and Education Related Services**
 - **Sub-programme: 7.3 – Special projects**
 - **Objective** of the sub-programme = to provide for special departmentally managed intervention projects in the education system as a whole.
 - **ITEM**
 - Compensation of employees
 - Goods and services
 - Machinery and equipment
 - Nonprofit institutions (NPI)
- 6.2.3 For payment of Stipends from the Provincial Allocation – there are two options, that is transfer to schools through Districts and payment via Persal.

A. **Transfer Payment to Schools via Districts**

- 6.2.3.1 Provide schools with an allocation letter reflecting the number of assistants allocated to the school and the total funds to be transferred.
- 6.2.3.2 The allocation letter be provided five (5) days prior to the transferring of funds into the schools' bank account.
- 6.2.3.3 Prepare a payment schedule for the transfer of funds to the individual schools.
- 6.2.3.4 Make a direct transfer into the school's bank account in two (2) tranches.
- 6.2.3.5 The two (2) tranches should be done on or before the following dates by the PED:
- First tranche – end of **May** (to have funds to pay stipends of the assistants for the months of June, July and August); and
 - Second tranche - **in end of July** (to pay stipends of the assistants for the months of **September, October and November**).
- 6.2.3.6 PEDs whose transfers are made by the district should provide districts with the allocation letter/s ten (10) days prior to the date of transfer to allow Districts to comply with issuing allocation letters five (5) days before the actual transfer into the bank account of the school.
- 6.2.3.7 Prepare a monthly reconciliation of amounts transferred to the districts or schools for the payment of stipends.

6.2.3.8 Payment file may be downloaded from Kwantu Payment Solution to ensure the payment is aligned with time on attendance.

B. For Stipends paid through PERSAL

- 6.2.3.9 Provide schools with allocation letter reflecting number of assistants and amounts to be paid per month to the allocated youth.
- 6.2.3.10 Capture placed assistants on PERSAL timeously to ensure stipends are paid on time.
- 6.2.3.11 The stipends to the assistants must be in their individual accounts on the last working day of each month.
- 6.2.3.12 On months whereby the last working day is on a weekend or holiday, payments should reflect in the account of the assistant the Friday before the weekend day before the holiday.
- 6.2.3.13 Provide assistants 2 - 3 days before receiving their payments, with a payslip, reflecting the amount they will receive and the UIF contribution by the employee and employer.
- 6.2.3.14 Where possible based on available resources of the PED, the PED/District that issue e-payslips must include youth placed on the BEEI (V) Project. The youth must provide as part of their application (their personal email addresses, and cell phone numbers for this purpose. Prepare monthly reconciliation of the number of youths placed at schools against the number placed on PERSAL and payments made.
- 6.2.3.15 Provide DBE with a monthly expenditure report or, as and when requested, include a copy of the PERSAL and or BAS payment reports.
- 6.2.3.16 Transfer the UIF contribution of both the employee and employer to SARS or DEL as per the agreed dates, after the registration of the assistants.
- 6.2.3.17 Ensure that unutilized funds are surrendered to Treasury.

C. For Payment of Stipends through KWANTU Payment System-IDC

Ensure that each school is:

- 6.2.3.18 allocates one official that will upload the information of young people placed for payment of stipend purposes.
- 6.2.3.19 Monitor weekly upload of attendance on the Kwantu Payment System to avert delays in the processing of stipends.
- 6.2.3.20 Ensure that one official is assigned an official at PED/District to approve information uploaded by schools.

- 6.2.3.21 Ensure that there are controls and systems in place for schools to know where and how to submit queries and complaints for timely responses from IDC.
- 6.2.3.22 Monitor the use of the Kwantu Payment System by schools and Districts to ensure smooth payment of stipends.
- 6.2.3.23 Final approval of electronic payment files for processing of stipends by IDC.
- 6.2.3.24 Receive weekly and monthly automated reports on the payment of stipends from the Kwantu Payment System

6.3 Districts

For payment of Stipends from the provincial allocation – two methods transfer to schools and Persal

A. Transfer Payment to Schools

- 6.3.1 Districts are to ensure that all participating schools in their respective districts should/ have received allocation letters reflecting the number of assistants allocated and the amount to be transferred five (5) days prior to the transfer date.
- 6.3.2 Prepare the payment schedule for the transfer of funds to the individual schools.
- 6.3.3 Make direct transfer of funds into the bank account of the school.
- 6.3.4 Prepare a monthly reconciliation of amounts transferred to schools for the payment of stipends.

B. For Stipends paid through PERSAL

- 6.3.5 Capture placed assistants on PERSAL timeously to receive stipend by last working day of each month.
- 6.3.6 Ensure assistants placed are reflected on PERSAL for payment.
- 6.3.7 Where possible based on available resources of the school, the school that issue e-payslips must include youth placed on the BEEI (V) Project. The youth must provide as part of their application (their personal email addresses, and cell phone numbers for this purpose.
- 6.3.8 Provide PED with the expenditure report monthly or, as and when requested including a copy of the PERSAL and or BAS payment reports.

C. For payment of Stipends through KWANTU Payment System Through the Project Payroll Administrators placed by IDC

- 6.3.9 Monitor the use of Kwantu Payment System by schools to ensure smooth payment of stipends.
- 6.3.10 Monitor weekly upload of attendance registers by schools to avert delays in processing of stipends at end of the month.
- 6.3.11 Electronically verify and approve payment files from schools for final approval by a designated Provincial official Within the time periods stipulated below. Where schools do not submit payment files in the required timeframes, take over the payment file adjustments, validating the attendance registers submitted, and submitting the payment file.
- 6.3.12 Districts need to verify and approve biometric transactions that failed on the device by comparing the images and allowing payment.
- 6.3.13 Receive weekly and monthly automated reports on payment of stipends from Kwantu Payment System

6.4 Schools

For payment of Stipends from the National Treasury funds (Provincial allocation – there are two methods Transfer to schools and Persal) All require different support to be provided

A. Transfer Payment to Schools

- 6.4.1 Verify the allocation amount reflected on the allocation letter is sufficient to pay placed assistants whose stipends will be paid from provincial funds and communicate any discrepancies to the District.
- 6.4.2 Ensure all placed assistants have provided an operational bank account registered in their names
- 6.4.3 Print and provide assistants 2 - 3 days' prior to receiving their payments, with a pay-slip reflecting the amount they will receive and the UIF contribution by the employee and employer. Ensure that assistants Transfer payments into the bank account registered under the assistants' name using the electronic funds transfer (EFT).
- 6.4.4 The payment to the assistant must be in the individual assistants' account on the last working day of each month.
- 6.4.5 When the last working day of a month falls on over a weekend or a holiday, the payment should reflect in the account of an assistant on the day prior to the weekend or holiday.
- 6.4.6 Use the Initial and Surname of the assistants and the abbreviations PYEI-BEEI (e.g.: B Education – PYEI-BEEI) as reference when making the payment into the assistants'

accounts. Assistants with the same Initials and Surname, a number should be added at the end of the surname (e.g.: B Education01 – PYEI-BEEI).

- 6.4.7 **NO** assistant should be paid by cash on hand or paid via a bank account of a 3rd party, even if they are related.
- 6.4.8 Assistants without bank accounts should be assisted to open a bank account online or directed to the nearest banking branch to open an account.
- 6.4.9 Schools must ensure that on a monthly basis, the placed assistants sign the payroll sheet as confirmation they have received their stipends and payslips/salary advice. (Samples attached)
- 6.4.10 Ensure assistants paid through PERSAL confirm payment was received.

Record keeping in relation to stipend payments made

- 6.4.11 Every month, the school should keep the following information:
 - a) Number of placed assistants;
 - b) Signed attendance register by the assistants;
 - c) Signed payroll;
 - d) Bank statements reflecting the amounts received from the PED/District (data);
 - e) Bank statements reflecting the individual amounts paid to the assistants; and
 - f) Reconciliation of amounts received from the PED/District against funds spent.

Reporting requirements to District in relation to stipend payments made

- 6.4.12 Provide the District with the expenditure report and attach a bank statement reflecting the amounts paid to the assistants. This report should be provided on the third (3rd) day of the beginning of each month after the payments have been made to assistants.
- 6.4.13 Provide the District with proof that assistants paid through Persal have confirmed receipt of their stipends.

B. For payment of Stipends through KWANTU Payment System

- 6.4.14 Capture and validate assistants' banking details on Kwantu Payment System. Any subsequent changes to banking details are to be validated on the system prior to stipend payment date to avoid rejection of payment in the system and ultimately non-payment of stipend to the respective assistants. The Kwantu system validates bank accounts against the ID number of the assistant, and the status of the account. Where the validation fails the school and district will be prompted to engage with the assistant to ensure that the bank account is validated.

- 6.4.15 Assistants without bank accounts should be assisted to open a bank account online or directed to the nearest banking branch to open an account.
- 6.4.16 Monitor the daily Biometric Authentication of assistants by the designated Timekeeper that will be allocated by the School Principal.
- 6.4.17 Maintain the attendance registers on a weekly basis, as a backup to the biometric attendance app. and upload them (registers) on Kwantu Payment System with the preparation of the monthly payment file to avert delays in processing of stipends at end of the month. Where the province had approved manual system for the schools (concurrence will be sort from DG-DBE), then the school will upload the register on a weekly basis.
- 6.4.18 Receive a link to the monthly payment file through Kwantu Payment System and manually adjust the number of days worked in preparation for the release of stipends. This is only needed in the cases where some days were not biometrically recorded. Where all days were biometrically recorded the attendance register is retained for audit purposes by the school and not uploaded to the Kwantu system.
- 6.4.19 Electronically approve payment files after checking by a designated district official.
- 6.4.20 After the approval of the provincial payment file by the IDC, the system will enable the school to generate and send electronic copies of payslips to assistants reflecting the amount they will receive and the UIF contribution by the employee and employer. Alternatively, the school may download and print them.
- 6.4.21 Stipends will be paid directly into the bank account registered under the assistants' name and ID number using the electronic funds transfer (EFT).
- 6.4.22 The payment to the assistant must be in the individual assistants' account on the last working day of each month.
- 6.4.23 When the last working day of a month falls on a weekend or holiday, the payment should reflect in the account of an assistant on the day prior to the weekend or holiday.
- 6.4.24 **NO** assistants will be paid via a bank account of a 3rd party, even if they are related.
- 6.4.25** Schools must ensure that on a monthly basis, the placed assistants sign the payroll sheet generated from Kwantu Payment System as confirmation they have received their stipends and payslips/salary advice. **(Samples attached)**
- 6.4.26 Ensure assistants paid through the Kwantu Payment System confirm payment was received.

Record keeping in relation to stipend payments made

- 6.4.27 Every month, the school should keep the following information:
- (a) Number of placed assistants.

- (b) Signed attendance register by the assistants.
- (c) Signed payroll.

6.4.28 Provide the District with proof that assistants paid through the Kwantu Payment System have confirmed receipt of their stipends.

6.5 Industrial Development Corporation (IDC)

- 6.5.1 Map the processes that will unfold between IDC – Harambee – DBE – PEDs-Districts-Schools- Assistants;
- 6.5.2 Provide a payment solution for Phase V of the BEEI and the system called Kwantu; The process flow for processing of stipends will be detailed in Section above that deals with Kwantu Payment Solution.
- 6.5.3 Provide the system administration, database administration and security of the data collected and system assurance.
- 6.5.4 Provide user manual and other sources to support training on the payment solution, that DBE/PEDs/District/Schools can refer to continuously;
- 6.5.5 Provide training to the system users located at DBE, PEDs and Districts.
- 6.5.6 Provide human resources to support the smooth running of the payments for all young people placed in Phase V;
- 6.5.7 Ensure that all young people are paid as per the date allocated (last working day of the month) on Implementation Framework; three more payment runs will be implemented for mop-ups;
- 6.5.8 Provide continuous support to the system users of the Kwantu Payment System throughout implementation;
- 6.5.9 Provide the Help Desk that will support all users of Kwantu Payment Solution, DBE, PEDs, Districts, Circuits, Schools and Assistants when they require assistance.

6.5.10 Process flow for payment of stipends

The process of payment of stipends involves approvals from a school to a provincial level. It is important to note the critical roles that each level has to play to avert delays or non-payment of stipends.

A. Uploading of assistant's banking details on the Kwantu Payment System for payment of stipends:

- (i) Immediately after placement, Schools/Districts/PED upload and validate the assistant's banking details on Kwantu Payment System.

- (ii) The fact that an assistants bank account has not been loaded or validated will only delay the payment to that assistant, and not any of the other assistants from the school, district or province.

B. Creating of Payment File and approval thereof:

- (i) Kwantu Payment System will create a payment file for each school under the assumption that all participants have worked for the full month. This will be initiated on the morning of 21st of the month. If all the days were biometrically validated, including leave and absence recorded on the biometric app, then this data will be submitted for payment without any further intervention from the school.
- (ii) The biometric app will address absence and leave in the following manner.
 - a. Where the Assistant was absent without leave or approval, this will be reflected in the mobile app on the day by the School Admin / School Principal / person assigned to mentor Assistants. A pro-rata amount of R131.82 per day = will be deducted from the monthly wage for each day absent.
 - b. Where the Assistant was on leave the timekeeper will record the leave day on the biometric app, and indicate the type of leave. This is the case where leave was planned, and all the leave form completed at school.
 - c. Where the leave was unplanned, the timekeeper will mark the assistant as absent. Upon the return of the assistant to school, forms will be filled by the school in the prescribed manner. The School Admin will then update the leave day on the Kwantu system, to ensure that the leave is correctly recorded. The Kwantu system will verify the days allowed according to the leave rules, and allow or disallow the leave in the processing of the monthly stipend. Kwantu will be informed by the School Principal or Mentor if there was unlawful leave/absence that require deduction.
- (iii) Where all the days were not biometrically recorded on the mobile app, a link to the file will be sent to the School Admin/ Principal who will be responsible for the manual adjustment function.
- (iv) The assigned person at the school will make adjustments to the file based on non-attendance, which should be verifiable to an attendance register. . The school Admin will need to upload the scanned attendance registers with the payment file.
 - a. The processing of leave will need to be done through the Kwantu system. Only leave processed through the Kwantu system will be considered as leave. Those not on Kwantu, the School Principal must be allowed to make inputs of validity of absence or leave. The Kwantu system will process all leave days according to the

rules and pay for the leave days. This leave should be captured by the school prior to the submission of the payment file.

- (v) After all changes, where applicable, have been made to the file, the School Admin/ Principal or delegated official will approve. It is the responsibility of the School Admin/ Principal or delegated official to verify that the attendance register is attached, and matches the adjustments made. The school will submit the school payment file with uploaded attendance registers by no later than midnight on the 22nd. When the 22nd falls on a weekend, the deadline will be midnight on the first Monday after the 22nd.
- (vi) The PYEI-BEEI District Coordinator will review the payment file submitted by the school, including the reconciliation with the attendance register. Where discrepancies are found the payment file will be referred back to the school for corrections, or the district may make the changes which will be recorded for audit purposes where the attendance registers are valid. In the case where the payment file is fully biometrically verified, this district review step will not be required.
- (vii) **In a case where a school did not review and approved the file within the stipulated timelines:**
 - 1. the process will escalate to District without the school intervention. The district will make the necessary adjustments and obtain the attendance registers from the school to verify against.
 - a. Leave captured by the school on the leave form will be considered for district verification.
 - 2. The fact that the school did not review and approve the payment file will be noted on the file to be received by the District.
- (viii) The payment file (with/ without amendments) will be sent to the District for verification. This will happen electronically; the person allocated the role at District will click the link and review/approve and may make changes.
 - 1. The system will record changes made for audit purposes.
 - 2. Each step to update will be displayed on the dashboard for the IDC team to closely monitor.
- (ix) Once all the school's payment files have been approved at District level, the payment file will be prepared for Province's final approval. This will happen no later than 2 days after the deadline for the schools to submit to the district.
- (x) After all the districts have submitted to the Province will submit the provincial payment file for the province. The IDC will review the provincial payment file and release the stipend to the assistant on the last working day of each month.

6.5.11 What happens in a case where a stipend could not be paid due to bank account issues?

- (a) If a participant's bank account has been captured on the system but has not been validated, or its status changes after validation and the payment is returned unpaid:
 - (i) The school and participant will be notified with the reason for the rejection.
 - (ii) A link will be sent to the participant / school to update the bank account details. The hyphen verification will be reprocessed.
 - (iii) Within an appropriate timeframe the IDC will process reruns for failed payments. IDC in the main process a 1st rerun by or on the 10th and a second by or on the 20th of the following month, however additional runs will be done based on assessment of the situation.

6.5.12 Payslips and consolidated Payroll reports

- (a) Within one day of the approval of the school / district / provincial payment files of stipends the school will download and print payslips and provide them to assistants.
- (b) One day (1) after payment date, school to manually print the payroll report for assistant's signature confirming receipt of payslip and stipend.
- (c) The IDC will consolidate all payments made per Province based on Kwantu reports and prepare a consolidated payroll report for submission to the province.

6.5.13 Payment of UIF liability to DEL or SARS

- (a) From the provincial consolidated payroll report, the UIF liability will be paid over by the IDC to DEL or SARS on behalf of each Province.
- (b) A separate memo will be prepared for this payment – signed off by IDC PM and HOD – with supporting schedule being payroll reports from Kwantu. (For HOD signature if its required and necessary)
- (c) Within five (5) days after payment of UIF liability, IDC will share reports with DBE and Provinces along with Proof of Payment.
- (d) By the 7th of the following month the Kwantu System will submit the UIF declarations for all assistants paid by the UIF funds to the DoL or SARS.
- (e) Provision will be made for provinces to do their bi-annual EMP501 reconciliations from the Kwantu system for all UIF funded assistants on the SARS e@syfile system.

7. FINANCIAL MISCONDUCT

The allocated funds should be used for the intended purpose and any mismanagement or diversion/deviation of the funds for any other purpose is not permitted. Continuous monitoring will

be conducted to identify any possible financial misconduct by any official entrusted with the allocated funds.

Any financial misconduct should be reported according to the relevant regulations dealing with financial misconduct. Should the misconduct be from an official, then the disciplinary procedures must be implemented whereby investigations will be done.

8. CONCLUSION

This guideline should be read in conjunction with Public Finance Management Act (PFMA), No. 1 of 1999, Treasury Regulations, South African Schools Act (SASA), No. 84 of 1996 and the National and Provincial guidelines related to the transfer and usage of funds allocated.

ANNEXURE A

SAMPLE SALARY ADVICE

BASIC EDUCATION EMPLOYMENT INITIATIVE

Insert School logo here

SALARY ADVICE

PAYMENT NO	TAX NUMBER	IDENTITY NUMBER	SURNAME & INITIALS

JOB TITLE	SCHOOL

BANK NAME	ACCOUNT NUMBER	PAYMENT DATE	MONTH	GROSS SALARY	DEDUCTIONS	NET SALARY
				R4 070.00	R 80.00	R3 990

EARNINGS		DEDUCTIONS	
DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
STIPEND	R 4 000.00	Tax RSA	R 0.00
CASH ALLOWANCE TOWARD EMPLOYERS CONTRIBUTION FOR UIF	R 40.00	UIF	R 80.00
CASH ALLOWANCE TOWARD DATA	R 30.00		R 0.00

ANNEXURE B

Template to report Expenditure of the Budget Allocated by the school

Province:						
District:						
School:						
Date:						
ITEM	AMOUNT					
Number of assistants Allocated						
Total Budget Allocated						
First transfer payment received	Date	Amount				
Second transfer payment received	Date	Amount				
Number of assistants placed						
May	June	July	August	September	October	Total placed assistants
Stipends Paid to Assistants (Transfer and PERSAL)						
November	December	January	February	March		Total amount paid to assistants (Stipend)

Budget	Expenditure (Totals Stipends paid)	Available Budget	% Spent

ANNEXURE C

Template for a monthly report on the expenditure of the NT Budget Allocated to the Province and District

PROVINCE					
DISTRICT					
NAME OF SCHOOL					
MONTH					
ITEM	BUDGET	COMMITMENTS	EXPENDITURE	AVAILABLE BUDGET	% SPENT
Stipends					
Employee UIF (1% Stipend)					
Employer UIF (1% Stipend)					
Advocacy					
Data Allocation					
Operational Budget/ Project Management on Goods and services					
Operational Budget/ Project Management on Compensation of Employees					
TOTAL					

Template for monthly summary

Name of Province:					
Name of District:					
Name of School:					
Month:					
Number of assistants appointed		Number of assistants paid stipends		Number of assistants awaiting stipend payment	

ANNEXURE D – SAMPLE / TIMESHEETS / ATTENDANCE REGISTERS

TO BE USED AS TIMESHEET FOR EA OR GSA REPORTED FOR DUTY

ANNEXURE E

DECLARATION LETTER BY SCHOOL PRINCIPALS AND SGBS

DECLARATION FOR CORRECTNESS OF INFORMATION



I _____ the Principal and I _____ the SGB Chairperson

of _____ Declare that the information provided to the circuit and district office on the
Basic Education Employment Initiative is correct

Signature of School Principal

Date

Signature SGB

Date

ANNEXURE F

I _____ ID NUMBER _____

Accept the placement offer of EDUCATION ASSISTANT / GENERAL SCHOOL ASSISTANT

At _____ School on _____ 2025

I further declare that:

- I am still within the required age of 18 – 34 years
- I am residing at the location of the school
- I am the only one from my home placed in the BEEI
- I am NOT in Education, NOT in Employment, NOT in Training (NEET)
- I am a student teacher studying my junior degree - part-time, remote learning, or distance learning
- I am NOT receiving government grants for myself (e.g., other COVID grant/s – R350 – I terminated it upon taking this job)
- I am NOT receiving any other form of WAGE, SALARY, or STIPEND
- I have NO criminal record/s and will submit the Police Clearance Record (PCR)
- I have signed the contract and job description in phase V
- I will attend all compulsory trainings in Phase V
- I will attend three additional trainings in Phase V
- I was not unfairly advantaged above others due to my relations to staff members (SMT or SGB)
- Youth living with disability must provide medical certificate confirming the nature of disability
- I am NOT participating in any Learnership or other form of employment
- I understand that when processing my information, the school/District/PED/DBE will comply with the POPI Act and all other applicable legislation.
- I have a valid South African Identity Book
- I have signed a contract and job description for Phase V.
- I grant permission for the Department to share my information with the relevant stakeholders in the initiative.
- All information, including Personal Information, supplied to School/District/Province/DBE is valid, accurate, complete, and current.
- I undertake to immediately notify the school and province of any change in my financial circumstances, personal circumstances, contact details or change in circumstances in relation to clause 1 - 15 which would disqualify from the BEEI

SIGNATURE OF ASSISTANT

DATE

I _____ the principal of _____ confirm that this declaration was signed in my presence and contents therefore explained to the assistant who has confirmed that HE/SHE by signing understands the contents.

SIGNATURE OF PRINCIPAL

DATE

School Stamp