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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors (Head Office and district offices), Circuit Managers, Principals and Chairpersons of governing bodies

Short summary: *Approved guidelines for BEEI Phase V.*

**Subject: Approved guidelines for the Basic Education Employment Initiative Phase V within the basic education sector**

1. The Western Cape Government has identified 19 329 jobs for job creation that will be placed at public schools within the Basic Education Employment Initiative (BEEI) project. The project will be funded by the National Treasury and the Unemployment Insurance Fund. It will greatly aid the Western Cape in strengthening existing public employment programmes and support measures to expand credible and evidence-based proposals for job creation in the province further.
2. The allocation of assistants will enhance the capacity of schools to support educators in various critical areas. This includes strengthening the curriculum within the classroom, helping on the sports field, addressing Information and Communication Technology requirements, supporting learners with learning barriers and playing a vital role in maintaining the school's infrastructure.
3. To implement and manage Phase V in schools successfully, the following approved guidelines are essential:
  - (a) Guideline on Budget Allocation (Annexure A)
  - (b) Guideline on Conditions of Placements (Annexure B)
  - (c) Guideline on Placement of Assistants Appointed (Annexure C)
  - (d) Guideline on the Roles and Responsibilities of Stakeholders (Annexure D)
  - (e) Guideline on Staffing of the Project Teams (Annexure E)
  - (f) Guideline on the Calculation of Pro-rata Payments (Annexure F)
  - (g) Guideline on Management of Leave (Annexure G)
  - (h) Guideline on How to Support Communities (Annexure H)
  - (i) Guideline on Interviews (Annexure I)
  - (j) Implementation Framework (Annexure J)
4. Further communication will be issued to all schools providing relevant information and guidance throughout the duration of the Phase V.
5. The Western Cape Education Department wishes to extend its sincerest gratitude to all principals and governing bodies for their ongoing support of this project.

**SIGNED: B WALTERS**  
**HEAD: EDUCATION**  
**DATE: 2025-05-30**

