



NAPTOSA Mpumalanga



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NEWS FLASH

TO THE NAPTOSA MPUMALANGA UNION REPRESENTATIVE
Please make this communication available to ALL NAPTOSA members at your school/college/office.

GRADE PROGRESSION: EDUCATION THERAPISTS, COUNSELLORS AND PSYCHOMETRISTS AND PSYCHOLOGISTS

The post and grade structure of Therapists, Counsellors and Psychologists, as well as the application of grade progression for these groups, are contained in ELRC Collective Agreement 1 of 2012 and also captured in clause B.3.5 of Chapter B of the PAM. Whilst the information is there to read, it appears as if it is presented in a manner that is difficult to comprehend.

In an attempt to demystify the matter, the attached explanatory notes have been drafted, whilst the information on the post and grade structures and the qualifying periods for grade progression have hopefully been packaged in a more understandable manner.

EXPLANATORY NOTES

1. Education Therapists, Counsellors and Psychometrists (jointly), and Psychologists are each recognized as an occupation.
2. Within each occupation there are 2 career streams, either school-based or office-based.
3. Within each career stream there are a number of posts.
4. Posts are broken down into various grades.
5. Each grade has a specific salary scale attached to it (see News Flash 20 of 2018 under "Salaries" on the "Labour Matters" webpage on the NAPTOSA website).
6. Grade progression can only take place between grades attached to a specific post.
7. Progression from one post to a next higher post cannot be achieved by way of grade progression, but only through promotion to an advertised higher post.
8. All serving therapists, counsellors and psychologists who advance to a higher grade or post, must gain at least one notch on such appointment.
9. See attached **Annexure** depicting the occupations, career streams, posts and grades.
10. A general criterion for grade progression is that an employee must comply with the educational qualifications, statutory requirements and the training and competencies prescribed for a particular grade. As these are required for appointment purposes, all Education Therapists, Counsellors and Psychometrists and Psychologists should comply with this general criterion.

11. Over and above the above-mentioned criterion, grade progression has two elements that must be fulfilled, namely-
 - a performance assessment element; and
 - a qualifying period (time-frame) element
12. The minimum performance assessment requirement is one of “satisfactory performance”. The grade progression policy, however, also provides for **accelerated** grade progression in terms of which an employee can reach the qualifying stage for grade progression in a shortened period. For this purpose a minimum assessment of “good performance” is required.
13. As far as the qualifying period element is concerned, a period of actual service and/or recognizable experience **after** compliance with the above-mentioned appointment requirements (see 10 above) is required.

[Note: In other words if, for example, 5 years’ experience is required for appointment purposes and 7 years’ experience is required to progress from one grade to a higher grade, the 5 years’ experience for appointment purposes do not count towards the qualifying period for grade progression. An employee would need to gain another 7 years’ experience, **after appointment**, to qualify for grade progression]
14. In view of the fact that the performance assessment and the time-frame elements are coupled, failure to achieve the required performance assessments during the qualifying period may lengthen the qualifying period.
15. See the column titled “Qualifying Period” in the **Annexure** for an indication of the performance assessment requirement coupled with the time-frames that must be completed for grade progression within the various posts. The column is split into “normal” grade progression and “accelerated” grade progression. The following should be noted when reading the “Qualifying Period” column:
 - 15.1 Whereas for “normal” grade progression an assessment of “satisfactory” is required for **all** the qualifying years, “accelerated” grade progression allows some leeway in that the assessment requirement of “good or better” only needs to be achieved for **some** of the qualifying years.
 - 15.2 The time-frame requirement is either, as indicated in 13 above, a number of completed years of service and/or recognizable experience **after** compliance with the appointment requirements **OR** a number of years of actual service in a particular grade.
16. Grade progression becomes effective on the 1st day of the month on which an employee meets all the requirements.

SM KUNENE
CEO: Mpumalanga