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Botallig verklaar: Is dit die einde van jou onderwysloopbaan?

Elke jaar ontvang skole hul nuwe postevoorsiening. Laasgenoemde stel skole in kennis van die hoeveelheid poste waarvoor hul kwalifiseer.

Indien poste as botallig verklaar word, word dieselfde proses gevolg in geval van opvoeders wat oorgeplaas word in terme van operasionele vereistes.

Operasionele vereistes vir onderwysinstellings word gebaseer op, maar is nie beperk tot:

- Verandering in leerdergetalle;
- Kurrikulumveranderinge of 'n verandering in leerders se betrokkenheid by die kurrikulum;
- Verandering in die gradering of klassifisering van die instelling;
- Samesmelting of sluiting van instellings; en
- Finansiële beperkings.

Indien enige van hierdie faktore van toepassing is, kan die gevolg daarvan wees dat die skool pos/te verloor.

Wat gebeur as die skool 'n pos/te verloor?

Die skool moet die proses soos vervat in **Kollektiewe Ooreenkoms 4 van 2016** volg. [Klik hier](#) om die ooreenkoms te besigtig.

Hierdie ooreenkoms bevat die volgende:

- Die stappe wat gevolg moet word vir die identifisering van botallige opvoeders; en
- Die daaropvolgende stappe vir die plasing van botallige opvoeder(s).

Hoe word die botallige opvoeders deur die departement van onderwys geïdentifiseer?

1. Die skoolhoof moet alle personeel in kennis stel van die nuwe postevoorsiening en die proses wat gevolg moet word vir die verklaring van botalliges. Hierdie inligting moet vrylik beskikbaar en toeganklik wees.

Declared in Excess: Is this the end of your teaching career?

Every year schools receive their new post provisioning norms. The latter inform schools of the number of posts that they qualify for.

If there are posts in excess at a school, the same process is followed in case of educators who are transferred in terms of operational requirements.

Operational requirements for education institutions are based on, but not limited to the following:

- Change in learner enrolment;
- Changes in curriculum or learners' involvement therein;
- Changes in the grading or classification of an institution;
- Merging or closing of institutions; and
- Financial constraints.

If any of the above factors are applicable, it might result in a school losing post/s.

What happens when the school loses post/s?

The school must commence with the process described in **Collective Agreement 4 of 2016**. [Click here](#) to view the Agreement.

The agreement contains the following:

- The steps that must be followed to educators in excess; and
- The subsequent processes for the placement of excess educator(s).

How are excess educators identified by the department of education?

1. The principal must inform all staff of the new post provisioning and the processes to be followed for the declaration of excess educators. This information must be freely accessible to everyone.

2. Die skoolhoof moet 'n formele personeelvergadering hou waartydens daar met die personeel gekonsulteer word om 'n moontlike kriteria vir die identifisering van botallige opvoeders saam te stel. Opvoeders wat vrywilliglik as botallig verklaar wil word, moet die geleentheid kry om dit tydens die vergadering te opper. 3. Die skoolhoof kan 'n aanbeveling maak dat die botallige opvoeder(s) geabsorbeer word in die vakatures wat binne die volgende 6 maande gaan ontstaan weens bedanking, bevorderings, aftrede of mediese ongeskiktheid. 4. Die skoolhoof sal dan die lys van geïdentifiseerde botallige opvoeder(s) na die Kringbestuurder neem vir die finalisering daarvan. Die volgende faktore moet in ag geneem word: • Personeel-insette wat tydens die formele personeelvergadering ingewin is; • Kurrikulumbehoefte en verpligtinge van die skool; • Aantal klasperiodes • Skoolrooster en • Indeling van leerders per klas. 5. Een verteenwoordiger van elke vakbond tot RAVO, moet uitgenooi word na hierdie vergadering om as waarnemer te dien. 6. In die geval waar twee of meer opvoeders vir dieselfde pos meeding, word die LIFO-beginsel (laaste-in-eerste-uit) gevolg word. Vir die doeleindes van die LIFO-beginsel word elke opvoeder se aaneenlopende en ononderbroke diens by enige openbare skool ingereken. Dit beteken diens gelewer by 'n ander skool sal ook relevant wees. 7. U word daaraan herinner dat daar geen direkte verband is tussen die pos wat addisioneel tot die postevoorsiening verklaar is en die opvoeder(s) wat as botallig geïdentifiseer word nie. 8. Die Provinsiale Onderwysdepartement sal die opvoeder(s) wat as botallig geïdentifiseer is deur middel van 'n formele skrywe daarvan in kennis stel.	2. The principal must call a formal staff meeting during which he/she will consult with the staff to discuss possible criteria that can be used to identify the educators additional to the post establishment. Educators who want to volunteer to be declared in excess must have the opportunity to step forward during the meeting. 3. The principal may recommend that excess educator(s) are absorbed into vacancies that will occur in the following 6 months due to resignation, promotion, retirement or medically unfit persons. 4. The principal will then take the list of the identified excess educator(s) to the Circuit Manager for the finalization of the decision. The following factors should be considered: • Staff inputs as raised during the formal meeting; • The curriculum needs and obligations of the school • The number of class periods • The timetable • The allocation of learners to classes 5. One union representative per trade union party to the ELRC must be invited to observe this meeting. 6. If two or more educators are competing for the same post, the LIFO (last-in-first-out) principle must be applied. For the purposes of the LIFO principle, every educator's continuous and uninterrupted service at any public school will be considered. This means service rendered at another school will also be relevant. 7. You are reminded that there is no direct connection between the post declared in excess and the educator(s) that were identified in addition to the post provisioning. 8. The Provincial Department of Education will notify the educator(s) declared in addition with a formal letter pertaining thereto.
Wat gebeur met die opvoeder(s) wat as botallig verklaar is?	What happens to the educators declared in excess?
Dit is baie belangrik dat die botallige opvoeder verstaan dat hulle nie ontslaan of afgedank word nie. Die provinsiale onderwysdepartement het 'n wetlike verpligting om 'n geskikte plasing vir elke botallige opvoeder te vind. Dit beteken dat die departement	It is important that every educator declared in excess understand that they are not going to be retrenched or dismissed. The provincial department of education has a legal obligation to find a suitable placement for every

hierdie opvoeder(s) kan oorplaas na 'n ander pos geskik vir hul kwalifikasies en ondervinding.	educator declared in excess. This means the department can transfer this educator(s) to another post that matches their skills and experience.
Hoe werk hiérdie proses?	How does this process work?
1. Die departement kan slegs op aanbeveling van die beheerliggaam van die skool waarheen die opvoeder oorgeplaas word, die opvoeder permanent skuif. 2. Die departement kan 'n vakaturelys en meegaande posprofiele aan die botallige opvoeder(s) voorhou om hul van verskeie opsies te voorsien. Sou die opvoeder(s) versuim om self 'n keuse te maak, mag die departement namens daardie opvoeder 'n keuse uitoefen. 3. Sodra die departement die botallige opvoeder se voorkeur(e) ontvang het, sal 'n oorplatingsversoek aan die beheerliggaam van die geïdentifiseerde skole voorgehou word vir oorweging. 4. Let wel: Die Onderwyshoof van die Provinsiale Onderwysdepartement (HOD) mag 'n opvoeder <i>tydelik</i> oorplaas na 'n ander skool sonder die aanbeveling van die betrokke beheerliggaam. 5. In die geval waar geeneen van die botallige opvoeder se keuse(s) verwesenlik kan word nie, sal die departement binne magte wees om 'n plasing by 'n ander skool aan te bied. Die opvoeder moet binne 5 werksdae na ontvangs van die skriftelike kennisgewing, aandui of die plasing aanvaar word, al dan nie. Indien die plasing nie aanvaar word nie, moet geldige, billike redes vir die verwerping daarvan verskaf word. 6. Die opvoeder moet die geleentheid gebied word om skriftelike vertoë in te dien voordat die departement die beheerliggaam van die ontvangende skool nader. 7. Wanneer die oorplasing gefinaliseer is, moet die opvoeder minstens 30 skooldae kennis gegee word van die oorplasing. 8. Let wel: Sou 'n opvoeder die aanbod van 'n geskikte plasing van die hand wys, kan die departement met die aflegging van daardie opvoeder begin.	1. The department can only transfer an educator permanently to another school on the recommendation of that school's governing body. 2. The department shall provide the educator with a list of vacancies and their accompanying profiles from which the educator declared in excess, may choose. If the educator fails to make a choice, the department may decide on behalf of the educator(s). 3. After receiving the educator's choice(s) the department will submit a transfer request to the governing body of the identified schools for their consideration. 4. Take note: The Head of the Department (HOD) at the Provincial Department of Education may <i>temporarily</i> transfer an educator to a school without the recommendation of that governing body. 5. Should it happen that none of the choices made by the educator in excess can be realized, the department may offer a placement at another school. The educator must, within 5 working days of receiving the written notification, indicate whether they accept the proposed placement. If the offer is rejected, the educator must provide valid reasons for their refusal. 6. The educator must be given an opportunity to submit written representations before the department approaches the governing body of the school. 7. Upon the finalization of the transfer, the educator must be given at least 30 school days' notice thereof. 8. Take note: If an educator declines an offer of suitable placement, the department may commence with the retrenchment of the educator.
Watter faktore moet deur die provinsiale onderwysdepartement in ag geneem word om 'n geskikte plasing te identifiseer? • Kwalifikasies en ondervinding; • Familieverantwoordelikhede; • Woonadres en	Which factors must the provincial department take into consideration when identifying suitable placements? • Qualifications and experience; • Family responsibilities; • Residential address and

Die afstand na die voorgestelde skool/e versus die huidige skool.	The distance to the proposed school/s versus the current school
Wanneer bogenoemde prosesse nie gevolg word nie, watter hulpmiddels is beskikbaar?	When the above processes are not adhered to, what remedies are available?
U het die reg om 'n grief te verklaar. U word sterk aangeraai om die grief eerder vroeër as later in te dien. Hierdie grief moet by u skoolhoof en kringbestuurder ingedien word. U word aanbeveel om afskrifte van die grief wat u ingedien het te maak en bewys van indiening te bekom. Klik hier om die griewe vorm af te laai.	You have a right to lodge a grievance. It is strongly advised that it should be done as soon as possible. The grievance must be submitted to the principal and circuit manager. You are advised to make copies of the grievance you submitted and obtain proof of submission. Click here to download the grievance form.

