

DEPARTMENT OF LABOUR

NO. R. 1430

28 DECEMBER 2018

EMPLOYMENT SERVICES ACT NO 4, 2014

DRAFT REGULATIONS ON THE REGISTRATION OF WORK
SEEKERS

I, Mildred Oliphant, Minister of Labour, under section 52 of the Employment Services Act, 2012, and after consultation with the Employment Services Board, hereby publish for public comment the regulations in the Schedule.

Interested parties are invited to submit written comments on the proposed regulations within 30 days after publication notice by:-

(a) Posting comments to: The Deputy Director General: PES
Mr S Morotoba
Department of Labour
Private Bag X117
Pretoria
0001

(b) Deliver comments to: Room 310
Third Floor
Laboria House Building
215 Francis Baard Street
Pretoria

(c) E-mail to: publicregistration@labour.gov.za


M. OLIPHANT

MINISTER OF LABOUR

05/12/2018

SCHEDULE

1. Definitions
2. Registration of work seekers on a register
3. Referral of work seekers
4. Notification to the Department of Labour by work seeker
5. Facilitating exchange of information
6. Deregistration as a work seeker

1. Definitions

In these regulations any word or expression to which a meaning is assigned in the Employment Services Act, 2014 (Act No. 4 of 2014) has the same meaning.

2. Registration of work seekers on a register

- 2.1 Any work seeker may register with the Department as a Work Seeker;
- 2.2 The Department shall develop and maintain an information technology based register for work seekers.
- 2.3 Only a work seeker in possession of a valid 13-digit RSA identification document shall be registered;
- 2.4 The information required to register a work seeker on the national database is the following:
 - (a) RSA Identification number;
 - (b) disability status;
 - (c) equity group;
 - (d) marital status;
 - (e) criminal status;
 - (f) indication of the work seeker status of employment;
 - (g) contact details;
 - (h) physical and postal address;
 - (i) school qualification obtained;
 - (j) tertiary qualifications obtained;
 - (k) employment history.
- 2.5 Individuals applying for Ordinary Benefits-Section 17 under the Unemployment Insurance Act, is compelled to register as a work seeker;
- 2.6 Registration as a work seeker is accessible through the Department of Labour at:
 - (a) Labour centres that delivers the services of the Department;
 - (b) Satellite offices of the labour centres of the Department;
 - (c) The website of the Department; or
 - (d) Any other service delivery point that may be determined by the Minister of Labour.

- 2.7 Registered work seekers shall ensure that the information reflected on the national register, is correct and updated.
- 2.8 The national register of work seekers will be the source to recruit candidates for work opportunities or participation in work schemes.

3. Referral of work seekers

The Department has the right to refer registered work seekers for the following:

- 3.1 Unemployed Insurance Claim – provided that the work seeker has availed himself/herself for any available job opportunity and or any other PES service. Failure to do so will result in non-payment of unemployment insurance.
- 3.2 Providing career guidance, employment counselling and any other related life skills to secure employment or other forms of work
- 3.3 Conducting assessment of work seeker to determine suitability
- 3.4 Referral to any available work opportunity that the work seeker qualifies for, upon being matched by the system.
- 3.5 Referral to any available work scheme to enhance their employability, upon being matched.

4. Facilitating exchange of information

The Department may link with relevant external databases of registered work seekers to facilitate the following:

- 4.1 Consolidate information of unemployed work seekers in the Republic of South Africa.
- 4.2 Source work seekers for available registered opportunities, if the department is unable to match registered work seekers with available registered opportunity from its system.

5. Deregistration of work seekers

Registered work seekers may be deregistered from the national register, if:

- (a) the personal information provided by the individual, is false;

- (b) the registered work seeker requests the Department to be deregistered;
- (c) the work seeker fails to update his/her information for a period of two years.
- (d) the work seeker fails to avail himself/herself for at least any 3 consecutive relevant referrals.

ANNEXURE A:

OFFICIAL DATE STAMP	DEPARTMENT OF LABOUR - REGISTER AS A WORK-SEEKER	RS 001/04/15
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NOTE: Please complete the Form in BLOCK LETTERS.

Have you ever completed this Form in the PAST or SUBMITTED your CV to this Department? YES NO

IF YES, ONLY complete PERSONAL DETAILS - IDENTIFICATION and the part that you would like to be UPDATED OR MODIFIED.

ESSA ACCESS INFORMATION																	
Identity Number (13 Digits) *								Date of Birth									
								d	d	m	m	y	y	y			
First Names						Surname											
PERSONAL DETAILS - PERSONAL																	
Disability, if YES please indicate:																	
Equity Group African Indian Coloured White																	
Gender	Female	Male	Marital Status		Single	Married	Widower	Widow	Divorced	Life Partner							
Criminal Status		None	Offender	Rehabilitated	If Offender: Parole/ Release Date				d	d	m	m	y	y	y		
Individual Type		Employed Workseeker		Unemployed workseeker													
Willing to relocate: Please specify the Province(s)				Yes	NO	FS	EC	KZN	NW	WC	LP	NC	MP	GP			
If YES, Please specify the Towns within the Province				1	2			3									
Opportunity interest																	
Apprenticeship Formal Job Internship Learnership Project																	
Language			Language			Speak			Read			Write					
Please indicate your language proficiency, i.r.o. Excellent (E), Good (G) or Average (A)			a.	b.			c.										
Drivers License Code/Classification - None A A1 B C C1 D D1 EB EC EC1 ED ED1 M W LEARNERS																	
Drivers License Expiry Date				d	d	m	m	y	y	Public Drivers Permit		Y	N	Hazardous Substances Permit		Y	N
Permit Description		Goods		Passengers		Goods and Passengers		Expire Date		d	d	m	m	y	y	y	y
CONTACT DETAILS - PERSONAL CONTACT																	
Cellular Number						Email:											
Alternative contact number:						Alternative contact person's name											
CONTACT DETAILS - PHYSICAL ADDRESS																	
Street Address						City/Town											
Suburb						Province											
Postal Code																	
EDUCATION AND TRAINING - GENERAL EDUCATION AND TRAINING LEVEL - SCHOOL QUALIFICATION																	
Highest Schooling Level 0-12 Completed *																	
1	2	3	4	5	6	7	8	9	10	11	12	Year Obtained *					
Name of School *										ABET Level							
EDUCATION AND TRAINING - SCHOOL SUBJECTS																	
Subject		School subjects			Grade	% - Level	School subjects			Grade	% - Level						
Indicate your school subjects:	1																
	2																
	3																
	4																
EDUCATION AND TRAINING - FURTHER AND HIGHER EDUCATION AND TRAINING and SHORT COURSES																	
Higher Tertiary Qualifications																	
NO	Qualification Name (Example: BA degree / N3 Engineering)				Institution (Example: Uniqwa / CUT / TOSA)				NQF Level	Year	Status						
1																	
2																	
3																	
<p>Note on NQF Levels: 3 = National Diploma, 6 = Bachelors / Honours degrees, 7 = Professional OR Honours degree, 8 = Postdoctoral or Masters degrees</p> <p>Note on Status: 1 = progress or Complete or Incomplete.</p>																	
EMPLOYMENT HISTORY - HISTORY																	
Organisation/Company			Job Title			Employed From	Employed To	Type Of	Reasons for								
						Day - Month - Year	Day - Month - Year	Employment	leaving								
1																	
Duties perform within job:																	
2																	
Duties perform within job:																	
Note on: TYPE OF EMPLOYMENT		A = Permanent		B = Fixed Contract		Note on: Reasons for leaving:		A = Dismissal		D = Retrenched		H = Package.		I = Transferred		J = Pension retirement	
								B = Resigned		E = Medical condition - General		K = Expired employment contract					
								C = Promotion		G = Employer Closed business		L = Other					
REFERENCE																	
Reference 1		Name			Company			Position/Job Title			Contact Number						
Reference 2																	