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:

publicaregistration@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. Dēregistration as a work seeker

1. Definitions

In these regulations any word or expression to which a meaning is assigned in the Employment 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 registered, 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:

STAMP																		
NOTE: Plea	se complete ti	ne Form in RI (CKIETTI	FRS					1000		Children .	-	-		-			-
		ompleted this Fo			SUBMIT	TED	your C	V to this	Depart	ment?			YE	s T	T NO	оГ		
		omplete PERS									d like to be	UPD	ATEC	OR MO	DIFIED			
Confet			Dip.		ESS/	A ACC	CESS II	NFORM	ATION		0			HAN			J.L	
dentity Num	ber (13 Dig	its) *									Date	of Bir	th	d d	m	m	. у	y !
irst Names								Su	mame									
					PERSO	NAL	DETAI	LS - PE	RSON	AL		Anie		13/59	de an			Mal
isability, If YI											Group	Afric		Indian	C	oloure		White
Sender	Female		ale	Marital	Status		Single		Marrie		Widow	er	Wid	-	Divorce	d	-	Partne
riminal Statu	The same of the sa	Offender		oilitated				nder: Pa	role/ R	elease	Date		d	d m	m	У	У	y 1
ndividual Typ Villing to reloc	The second second	Employed We		Unemp		_	-	FS EC	TV	71.1	NW	W	^ 1	101	NC I	B.A.	D I	GP
YES, Please				co 1	Yes	N	10	FO EC	2	ZN	1A AA	AAG		LP 1	NC	M		GP
pportunity in		OWIIS WILLIII	nie F 104III	1	Δ	nryron	ficeship	1	Form	al Job	I Ir	temshi	in	Learner	ehin I		Proje	oi.
pportunity in	Language				_	juage	_		rom	ar oob	Speak	RETHOTE	P	Read	omp	_	Writ	
Please in	dicate your	lanuage	a.			,					opoun			71000		-	-	-
roficiency, i.r			b.									-					lu.	
1	r Average (A	4	C.															+
rivers Licens	e Code/Class	sification	- None	AA	1 B	C	C1	D D1	EB	EC	EC1	ED	EC	01 M	W	L	EARN	ERS
rivers Licens	Control of the Contro	A CONTRACTOR OF THE PARTY OF TH	d d	m n	ı y	у		lic Drive	0000					Substan		rmit	Y	N
ermit Descrip	tion	Goods	Pass	engers				d Passer	_	-	xpire Da	te	d	d m	m	У	У	y
allular Numb				CON	TACT E	DETA	ILS - P	ERSON		NTAC					141	ni in		
ellular Numb Iternative cor					-			Em		ve con	tact perso	n's na	me I					
atornou v o oor	resoc menniori										estat house	111 9 110	ano					
		THE PARTY NAMED IN		CON	TACT	DETA	ULS - F	PHYSIC			The second	THE WAY	100	NEW DEA		13.30	10751	-
treet Address				CON	TACT	DETA	WILD BE STORY		AL AD				4		ST			
treet Address uburb				CON	TACT	DETA	I	PHYSIC	AL AD								(C)	
				CON	TACT	DETA	I	PHYSIC, City/Tov	AL AD									
ostal Code	ED	UCATION AN	Control of the state of the sta	IG - GEN	ERAL E	DUC	ATION	PHYSICA City/Tov Province AND TI	AL AD	G LEV	EL - SCH	2.350		S1 485 NO. 10 NO.	ON			
Suburb Postal Code lighest Schoo	ED ling Level 0-	ACTUAL TO A CONTRACT	Control of the state of the sta		ERAL E		F	PHYSIC, City/Tov Province	AL AD	DRESS	EL - SCH	Year	Obtai	ined *	ON			2 N
ostal Code	ED ling Level 0-	ACTUAL TO A CONTRACT	* 1	IG - GEN	ERAL E	DUC/	ATION 6	PHYSICA City/Tov Province AND TI 7 8	AL ADI	G LEV	EL - SCH	Year	Obtai	S1 485 NO. 10 NO.	ON			
Country Costal Code Ilighest School Iame of School	ED ling Level 0-	-12 Completed	* 1	IG - GEN	ERAL E	DUCA 5	ATION 6	PHYSICA City/Tov Province AND TI 7 8	AL ADI	G LEV	EL - SCH 11 12 CTS	Year	Obtai	ined *		ida I	9/	Loyal
Couburb Postal Code lighest School lame of School Subject	ED ling Level 0-	ACTUAL TO A CONTRACT	* 1	IG - GEN	ERAL E	DUC/	ATION 6	PHYSICA City/Tov Province AND TI 7 8	AL ADI	G LEV	EL - SCH	Year	Obtai	ined *	ON Gra	ide	% -	Level
oburb Postal Code Righest School Rights School Righest School Righest School Rights School Rights School Rights School Rights School	ED ling Level 0-	-12 Completed	* 1	IG - GEN	ERAL E	DUCA 5	ATION 6	PHYSICA City/Tov Province AND TI 7 8	AL ADI	G LEV	EL - SCH 11 12 CTS	Year	Obtai	ined *		nde	% -	Level
Subject school	ED ling Level 0-	-12 Completed	* 1	IG - GEN	ERAL E	DUCA 5	ATION 6	PHYSICA City/Tov Province AND TI 7 8	RAININ 9 OOL S	G LEV	EL - SCH 11 12 CTS	Year	Obtai	ined *		ide	% -	Level
oburb Postal Code Righest School Rights School Righest School Righest School Rights School Rights School Rights School Rights School	ED ling Level 0-	School su	* 1	IG - GEN	ERAL E	EDUCA 5 ND TI ade	ATION 6	PHYSIC, City/Tov Province I AND TI 7 8 IG - SCH - Level	RAININ 9 OOL \$ 5 6 7 8	G LEV	EL - SCH 11 12 CTS School	Year Al subject	Obtai BET I	ined * Level	Gra	nde	% -	Level
uburb rostal Code lighest Schoo lame of Schoo Subject ndicate your school	ED ling Level 0-	-12 Completed	* 1	IG - GEN	FION AN Gra	EDUCA 5 ND TI ade	ATION 6 RAINING % -	PHYSIC, City/Tov Province I AND TI 7 8 IG - SCH Level	RAININ 9 OOL \$ 6 7 8 FION /	G LEV	EL - SCH 11 12 CTS School	Year Al subject	Obtai BET I	ined * Level	Gra	ide	% -	Level
uburb costal Code lighest Schoo lame of Schoo Subject ndicate your school subjects:	EDU EDU	School su	bjects TRAINING	IG - GEN 2 3 EDUCAT	FION AN Gra	EDUC/ 5 ND TF ade	ATION 6 RAININ % -	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH - Level	RAININ 9 OOL \$ 6 7 8 FION / ations	IG LEV	EL - SCH 11 12 CTS School	Year All Subject	Obtain BET I	ined * Level	Gra	14.18	17:11	
inburb rostal Code lighest School lame of School Subject Indicate your school subjects:	EDU EDU	School su	bjects TRAINING	IG - GEN 2 3 EDUCAT	FION AN Gra	EDUC/ 5 ND TF ade	ATION 6 RAININ % -	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH - Level	RAININ 9 OOL \$ 6 7 8 FION / ations	IG LEV	EL - SCH 11 12 CTS School	Year All Subject	Obtain BET I	ined * Level	Gra	14.18	17:11	Level
suburb rostal Code	EDU EDU	School su	bjects TRAINING	IG - GEN 2 3 EDUCAT	FION AN Gra	EDUC/ 5 ND TF ade	ATION 6 RAININ % -	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH - Level	RAININ 9 OOL \$ 6 7 8 FION / ations	IG LEV	EL - SCH 11 12 CTS School	Year All Subject	Obtain BET I	ined * Level	Gra	14.18	17:11	
suburb costal Code dighest Schoo lame of Schoo Subject ndicate your school subjects:	EDU EDU Eation Name	School su School su JCATION ANE (Example: BA	bjects D T RAINING	IG - GEN 2 3 EDUCAT	FION AN Graduate High High ering)	DUC/5 ND TF ade	CGHER CERTIFICATION	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH - Level EDUCA Qualific (Exam	OOOL \$ 5 6 7 8 FION A ations pole: Uni	G LEV	EL - SCH 11 12 CTS School RAINING	Year All subject and Si	Obtain Sects HOR	ined * Level T COURS	Gra	ar	17:11	
uburb ostal Code lighest Schoo ame of Schoo Subject ndicate your school subjects:	EDU Eation Name	School su School su JCATION ANE (Example: BA	bjects D TRAINING degree / N	EDUCAT G - GEN G - GEN G - FURT G - FURT	FION AN Graduate High High ering)	DUC/5 ND TF ade	CGHER CERTIFICATION	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH - Level EDUCA Qualific (Exam	OOOL \$ 5 6 7 8 FION A ations pole: Uni	G LEV	EL - SCH 11 12 CTS School RAINING	Year All subject and Si	Obtain Sects HOR	ined * Level T COURS	Gra	ar	17:11	
Buburb Postal Code Righest School Right S	EDU Eation Name	School su School su JCATION ANE (Example: BA	bjects D TRAINING degree / N	EDUCAT G - FURT 3 Engine	HER AL E	SOURCE STATE OF THE STATE OF TH	ATION	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH - Level EDUCA Qualific (Exam	RAININ 9 OOOL \$ 5 6 7 8 FION A soble: United States and the states are soble: United States and the states are soble: United States are	G LEV	EL - SCH 11 12 CTS School RAINING	Year All subject and Si	Obtain Sects HOR	ined * Level T COURS	Gra	ar	17:11	
uburb rostal Code lighest Schoo lame of Schoo Subject ndicate your school subjects:	EDU Eation Name	School su School su JCATION ANE (Example: BA	bjects D TRAINING degree / N	EDUCAT G - FURT 3 Engine	HER AL E	SOURCE STATE OF THE STATE OF TH	ATION	PHYSIC, City/Tov Province I AND TI 7 8 IG - SCH - Level EDUCA Qualific (Exam	RAININ 9 COOL \$ 6 7 8 8 FION A strict on specific United Stricts of the strict of the strice of the strict of the strict of the strict of the strict of the	G LEV 10 10 GUBJE	EL - SCH 11 12 CTS School RAINING CUT/TO	Year All subject SA)	Obtain Ob	T COURS	Gra SES Ye	ear	Sta	atus
uburb ostal Code lighest Schoo ame of Schoo Subject ndicate your school subjects: O Qualific	EDU Eation Name	School su School su CATION AND (Example: BA	bjects D TRAINING degree / N	EDUCAT G - FURT 3 Engine	ERAL E 4 Gra Gra HHER AI High	SOURCE STATE OF THE STATE OF TH	ATION	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam	OOL S FION A S COUNTY TO S	G LEV 10 10 SUBJE	EL - SCH 11 12 CTS School RAINING CUT/TO	All Subjections and Six	Obtain BET I Cts Cts NQI	T COURS F Level	Gra	ear	Sta	s for
uburb ostal Code lighest Schoo ame of Schoo Subject ndicate your school subjects: O Qualific	EDU	School su School su CATION AND (Example: BA	bjects D TRAINING degree / N	IG - GEN 2 3 EDUCAT 3 - FURT 3 Engine	ERAL E 4 Gra Gra HHER AI High	SOURCE STATE OF THE STATE OF TH	ATION	PHYSIC, City/Tov Province I AND TI 7 8 IG - SCH - Level EDUCA Qualific (Exam	OOL S FION A S COUNTY TO S	G LEV 10 10 SUBJE	EL - SCH 11 12 CTS School RAINING CUT/TO	All Subjections and Six	Obtain BET I Cts Cts NQI	T COURS	Gra	ear	Sta	s for
Subject School Subjects: O Qualific Subjects:	EDU EDU EDU EDU EDU ESTATION Name	School su School su CATION AND (Example: BA	bjects D TRAINING degree / N	IG - GEN 2 3 EDUCAT 3 - FURT 3 Engine	Graden Gr	SOURCE STATE OF THE STATE OF TH	ATION	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam	OOL S FION A S COUNTY TO S	G LEV 10 10 SUBJE	EL - SCH 11 12 CTS School RAINING CUT/TO	All Subjections and Six	Obtain BET I Cts Cts NQI	T COURS F Level	Gra	ear	Sta	stus
suburb rostal Code	EDU EDU EDU EDU EDU ESTATION Name	School su School su CATION AND (Example: BA	bjects D TRAINING degree / N	IG - GEN 2 3 EDUCAT 3 - FURT 3 Engine	Graden Gr	SOURCE STATE OF THE STATE OF TH	ATION	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam	OOL S FION A S HISTO	G LEV 10 10 SUBJE	EL - SCH 11 12 CTS School RAINING CUT/TO	All Subjections and Six	Obtain BET I Cts Cts NQI	T COURS F Level	Gra	ear	Sta	stus
suburb rostal Code	EDU tation Name Evels 3 = No. in progress isation/Comp	School su School su CATION AND (Example: BA	bjects D TRAINING degree / N	IG - GEN 2 3 EDUCAT 3 - FURT 3 Engine	Graden Gr	SOURCE STATE OF THE STATE OF TH	ATION	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam	OOL S FION A S HISTO	G LEV 10 10 SUBJE	EL - SCH 11 12 CTS School RAINING CUT/TO	All Subjections and Six	Obtain BET I Cts Cts NQI	T COURS F Level	Gra	ear	Sta	stus
suburb rostal Code	EDU tation Name Evels 3 = No. in progress isation/Comp	School su School su CATION AND (Example: BA	bjects D TRAINING degree / N	IG - GEN 2 3 EDUCAT 3 - FURT 3 Engine	Graden Gr	SOURCE STATE OF THE STATE OF TH	ATION	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam	OOL S FION A S HISTO	G LEV 10 10 SUBJE	EL - SCH 11 12 CTS School RAINING CUT/TO	All Subjections and Six	Obtain BET I Cts Cts NQI	T COURS F Level	Gra	ear	Sta	s for
suburb rostal Code rostal Code rostal Code rostal Code rostal Code Subject rostal Code ros	EDU ting Level 0-bl * 1	School su School su School su CATION ANE (Example: BA aconal Digitals of Cathyllets of	D TRAINING degree / N	EDUCAT G - GEN 2 3 EDUCAT 3 - FURT 3 Engine Job T	FRALE 4 Gradient American Ame	EDUC/ 5 ND TI ade ND HI her To	CONTROL OF THE PROPERTY OF THE	PHYSIC, City/Tov Province AND TI AND TI BIG - SCH Level EDUCA Qualific (Exam TORY - Emplo Day - M	AL ADIONAL ADI	G LEV 10 10 GUBJE AND Til	EL - SCH 11 12 CTS School RAINING CUT / TO Emplo Day - Mo	Year Affaction A	Obtain BET I I I I I I I I I I I I I I I I I I I	T COURS F Level Type Employi	Grades degree	R	Sta deason leavin	s for
suburb rostal Code rostal Code rostal Code rostal Code rostal Code Subject rostal code Subject rostal code rostal code Residuate Residua	EDU ting Level 0-bl * 1 2 3 4 EDU cation Name evels 3 = No. 10 process isation/Comp vithin job:	School su School su CATION ANE (Example: BA aconal Diploma pany	D TRAINING degree / N	IG - GEN 2 3 EDUCAT 3 - FURT 3 Engine Job 1	ERAL E 4 Gra Gra HER AI HER AI HIGH	EDUC/ 5 ND TF ade	CONTROL OF THE PROPERTY OF THE	PHYSIC, City/Tov Province AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam) TORY - Emplo Day - M	AL ADIVIDIO DE LA CONTRACTION DEL CONTRACTION DE LA CONTRACTION DEL CONTRACTION DE LA CONTRACTION DE L	G LEV 10 10 GUBJE AND TI	EL - SCH 11 12 CTS School RAINING CUT / TO Day - Mo	Year All Subject A	Obtain BET I	T COURS F Level Type Employr	Grades degree of the state of t	R	Sta	s for
suburb rostal Code rostal Code rostal Code rostal Code rostal Code Subject rostal code Subject rostal code rostal code Residuate Residua	EDU tation Name Evels 3 = No. in progress is atton/Comp within job:	School su School su School su CATION ANE (Example: BA aconal Digitals of Cathyllets of	D TRAINING degree / N Note G Reasons	EDUCAT G - GEN 2 3 EDUCAT 3 - FURT 3 Engine Job T	ERAL E 4 ION AN Gra HER AI HER AI HIGH HI	EDUC/ 5 ND TF ade ND HI Inst	CONTROL OF THE PROPERTY OF THE	PHYSIC, City/Tov Province I AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam) TORY - Emplo Day - M	AL ADIVIDIDADES AND	G LEV 10 10 GUBJE AND Til iiqwa / RY rear	EL - SCH 11 12 CTS School RAINING CUT / TO Day - Mo L = Packet General	Year All Subject States and Si SA)	Obtained the Control of the Control	T COURS F Level Type Employr ansferred xpired en	Grades degree of the state of t	R	Sta	s for
suburb rostal Code rostal Code rostal Code rostal Code rostal Code Subject rostal Code Subject rostal Code Residuate	EDU tation Name Evels 3 = No. in progress is atton/Comp within job:	School su School su CATION ANE (Example: BA aconal Diploma pany	D TRAINING degree / N	EDUCAT G - GEN 2 3 EDUCAT 3 - FURT 3 Engine Job T	ERAL E 4 Gra Gra HER Al HER Al High	EDUC/ 5 ND TF ade ND HI Inst	CONTROL OF THE PROPERTY OF THE	PHYSIC, City/Tov Province I AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam Day - M D = Refre E = Med G = Emplo	AL ADIVIDIDADES AND	G LEV 10 10 GUBJE AND Til iiqwa / RY rear	EL - SCH 11 12 CTS School RAINING CUT / TO Day - Mo L = Packet General	Year All Subject States and Si SA)	Obtain BET I	T COURS F Level Type Employr ansferred xpired en	Grades degree of the state of t	R	Sta	s for
suburb rostal Code rostal Code rostal Code rostal Code rostal Code Subject rostal Code Subject rostal Code Residuate	EDU tation Name Evels 3 = No. in progress is atton/Comp within job:	School su School su CATION ANE (Example: BA aconal Diploma pany	D TRAINING degree / N Note G Reasons	EDUCAT G - GEN 2 3 EDUCAT 3 - FURT 3 Engine Job T	ERAL E 4 ION AN Gra HER AI HER AI HIGH HI	Seal ned of one of the control of th	CONTROL OF THE PROPERTY OF THE	PHYSIC, City/Tov Province I AND TI 7 8 IG - SCH Level EDUCA Qualific (Exam TORY - Emplo Day - M D = Retre E = Med G = Emp ENCE	AL ADIVIDIDADES AND	G LEV 10 10 GUBJE AND Til iqwa / RY om /ear	EL - SCH 11 12 CTS School RAINING CUT / TO Day - Mo L = Packet General	Year All Subject States and Si SA)	Obtained the control of the control	T COURS F Level Type Employr ansferred xpired en	Grand	R Rension	Sta	s for ng