



Make a difference, become a teacher

Placement process and roles of stakeholders

Placement of bursars who complete their studies in 2009, and must be placed in 2010

1. Bursars who are due to graduate are identified in June 2009. **The Funza Lushaka coordinator** at each HEI must submit a **list of final year Funza Lushaka** students to the DoE.
2. Bursars, through their universities, are sent **letters** which remind them of their service commitment, and inform them about the placement process. The **Funza Lushaka coordinator** at each university is requested to ensure that each final year Funza Lushaka student gets a copy of the letter.
3. **Bursars** fill in a **placement request form**, and return to the FL coordinator at the institution by 31 July 2009. HEI **Funza Lushaka coordinators** are requested to ensure that every final year Funza Lushaka student completes a form.
4. The placement request forms are sent as a batch by the **FL coordinator** at the HEI to the DoE (Dr Green). Placement request forms must reach the DoE by **15 August 2009**.
5. **Electronic provincial placement lists** are compiled by **the DoE**, and distributed to provinces, together with copies of the placement request forms, by **31 August 2009**.
6. **Provinces** immediately begin identifying suitable posts for the bursars, and inform the bursar as soon as a post has been identified. The aim is that all bursars should be informed of their provisional placements **before the end of 2009**.
7. **Bursars** fill in a **result notification form** and submit it to the Funza Lushaka coordinator at their institution by 31 July 2009. Once final results are available at the end of the year, the **HEI Funza Lushaka coordinator** should indicate the result of the student on this form by ticking the appropriate box. An academic transcript should be attached to the form, and the batch of forms for all the final year students from the institution should be sent to the DoE (Dr Green), to reach the DoE by 15 December 2009.
8. The **DoE** sends **updated placement lists** to each province, confirming student results and readiness to be to take up post by **15th January 2009**.
9. On taking up the post in which he/she has been placed, the **bursar** completes a **placement notification form** which should also be signed and stamped by the school principal. This form must be posted/faxed to the DoE by the bursar.
10. Provinces provide regular **placement progress updates** to the DoE, as well as report to the DoE if any student defaults on the bursary service obligation.