



CRITERIA FOR THE SUBMISSION OF OFO INPUTS

INSTRUCTIONS:

- a) *The beneath template should be used to submit the OFO inputs.*
- b) *Only SETAs should complete the OFO inputs template and submit to DHET.*
- c) *SETAs are required to fully comply with the criteria for the submission of OFO inputs. Non-compliance the submission will be rejected.*
- d) *SETAs should not combine the OFO input request to add, move, delete and amend in the same row. Requests should be written separately in each row.*
- e) *Supporting documents should be submitted together with the OFO inputs template where applicable.*

A. Name of submitting SETA	B. Action requested by SETA	C. Occupation Code	D. Unit Group Code	E. Name of Occupation to be added /moved/ deleted/ amended	F. Descriptor of Occupation to be added/ moved/ deleted/ amended	G. Specialization to be added/ moved /deleted/ amended	H. Alternative Title to be added /moved /deleted /amended	I. Detailed Motivation

1. NAME OF SUBMITTING SETA (COLUMN A)

Name of the SETA representing the sector should be populated all the time.

2. ACTION REQUESTED BY SETA (COLUMN B)

SETA should Indicate the action required by specifying one of the following:

- **Add** Occupation/Alternative Title/Specialization/ Descriptor
- **Move** Occupation/Alternative Title/Specialization/ Descriptor
- **Delete** Occupation/Alternative Title/Specialization/ Descriptor
- **Amend** Occupation/ Alternative Title/Specialization/ Descriptor

2.1 ADDITION REQUEST

2.1.1 Addition of Occupation with its Descriptor (Column E and F)

In an event whereby there is a request for addition of Occupation, SETA should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: “Add an Occupation.”
- Column C should be left blank.
- Populate Column D with an existing Unit Group Code where such Occupation should be added.
- Populate Column E with a proposed Occupation Title.
- Populate Column F with a proposed Descriptor.
- Column G and H should be left blank.
- Populate Column I in detail by stating the reasons why the request in column B should be considered.

NB: Any request pertaining addition of new Occupation, there should be prove of job existence, evidence of conducted empirical research and stakeholder’s consultation.

New Descriptor is only added to a new Occupation, while an amendment to existing Descriptor is done only to existing Occupation.

2.1.2 Addition of Specialization and/or Alternative Title (Column G and H)

In an event whereby there is a request for addition of Specialization and/or Alternative Title SETAs should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: “Add Specialization and/or Alternative Title”.
- Populate Column C with an existing Occupation Code.
- Populate Column D with an existing Unit Group Code where such Specialization and/or Alternative Title should be added.
- Populate Column E with an existing Occupation Title.
- Populate Column F with an existing Descriptor.
- Populate Column G with a proposed Specialization.
- Populate Column H with a proposed Alternative Title.
- Populate Column I in detail by stating the reasons why the request in column B should be considered.

NB: Any request pertaining addition of Specialization there should be prove of conducted empirical research and stakeholder’s consultation.

2.2 MOVEMENT REQUEST

2.2.1 Movement of Occupation with its Descriptor, Specialization and Alternative Title (Column E, F, G and H)

In an event whereby there is a request for the movement of Occupation, SETA should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: "Move Occupation, Descriptor, Specialization and Alternative Title".
- Populate Column C with an existing Occupation Code.
- Populate Column D with both existing and proposed Unit Group Codes.
- Populate Column E with an existing Occupation Title.
- Populate Column F with an existing Descriptor.
- Populate Column G with a Specialization to be moved.
- Populate Column H with an Alternative Title to be moved.
- Populate Column I in detail by stating the reasons why the request in column B should be considered and indicate the Occupation, Descriptor, Specialization and Alternative Title should be moved to which Unit group.

NB: Movement of Occupation should be done together with its Descriptor, Specialization and Alternative Title.

2.2.2 Movement of Specialization and/or Alternative Title (Column G and H)

In an event whereby there is a request for the movement of Specialization and/or Alternative Title, SETA should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: "Move Specialization and/or Alternative".
- Populate Column C with both existing and proposed Occupation Codes.
- Populate Column D with both existing and proposed Unit Group Codes.
- Populate Column E with an existing Occupation Title.
- Populate Column F with an existing Descriptor.
- Populate Column G with a Specialization to be moved.

- Populate Column H with an Alternative Title to be moved.
- Populate Column I in detail by stating the reasons why the request in column B should be considered and indicate where the specialization and/or Alternative Title should be moved to which Occupation and Unit group.

2.3 DELETION REQUEST

2.3.1 Deletion of Occupation Code and Title with its Specialization/Alternative Title and Descriptor (Column E, F, G and H)

In an event whereby there is a request for the deletion of Occupation, SETA should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: "Delete Occupation/ Specialization/ Alternative Title and Descriptor".
- Populate Column C with an existing Occupation Code to be deleted.
- Populate Column D with an existing Unit Group Code.
- Populate Column E with an existing Occupation Title to be deleted.
- Populate Column F with an existing Descriptor to be deleted.
- Populate Column G with a Specialization to be to be deleted.
- Populate Column H with an Alternative Title to be to be deleted.
- Populate Column I in detail by stating the reasons why the request in column B should be considered.

NB: If Occupation is being deleted, all Specializations, Alternative Title and Descriptor linked to the Occupation will have to be deleted.

Any request pertaining deletion of Occupation there should be prove of conducted empirical research and stakeholder's consultation.

2.4 AMENDMENT REQUEST

2.4.1 Amendment of Occupation (Column E)

In an event whereby there is a request for the amendment of Occupation, SETA should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: "Amend Occupation".
- Populate Column C with an existing Occupation Code.
- Populate Column D with an existing Unit Group Code.

- Populate Column E with both existing and proposed Occupation Titles.
- Populate Column F with an existing Descriptor.
- Populate Column I in detail by stating the reasons why the request in column B should be considered.

NB: Any request pertaining amendment of Occupation there should be prove of conducted empirical research and stakeholder’s consultation.

2.4.2 Amendment of Descriptor (Column F)

In an event whereby there is a request for the amendment of Descriptor, SETA should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: “Amend Descriptor”.
- Populate Column C with an existing Occupation Code.
- Populate Column D with an existing Unit Group Code.
- Populate Column E with an existing Occupation Title.
- Populate Column F with both existing and proposed Descriptors.
- Populate Column I in detail by stating the reasons why the request in column B should be considered.

NB: New Descriptor is only added to a new Occupation, while an amendment to existing Descriptor is done only to existing Occupation.

Any request pertaining amendment of Descriptor there should be prove of conducted empirical research and stakeholder’s consultation.

2.4.3 Amendment of Specialization (Column G)

In an event whereby there is a request for the amendment of Specialization, SETA should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: “Amend Specialization”.
- Populate Column C with an existing Occupation Code.
- Populate Column D with an existing Unit Group Code.
- Populate Column E with an existing Occupation Title.
- Populate Column F with an existing Descriptor.
- Populate Column G with both existing and proposed Specializations.
- Populate Column I in detail by stating the reasons why the request in column B should be considered.

NB: Any request pertaining amendment of Specialization there should be evidence of stakeholder's consultation.

2.4.4 Amendment of Alternative Title (Column H)

In an event whereby there is a request for the amendment of Alternative Title, SETA should do the following:

- Populate Column A with the name of SETA.
- Populate Column B with the wording: "Amend Alternative Title"
- Populate Column C with an existing Occupation Code.
- Populate Column D with an existing Unit Group Code.
- Populate Column E with an existing Occupation Title.
- Populate Column F with an existing Descriptor.
- Populate Column H with both existing and proposed Alternative Title.
- Populate Column I in detail by stating the reasons why the request in column B should be considered.

NB: Any request pertaining amendment of Alternative Title there should be evidence of stakeholder's consultation.