



PLACEMENTS IN EDUCATION →

FEE STRUCTURE AND TERMS OF BUSINESS FOR THE APPOINTMENT OF CLASSROOM EDUCATORS IN FOUR-TERM SCHOOLS IN SOUTH AFRICA Fees effective 1 February 2011

I APPOINTMENTS FOR THE ACADEMIC YEAR

1. In selecting one of our candidates, the client is deemed to have accepted our terms of business as set out below.
2. Placement Fees are calculated in relation to the gross annual salary package negotiated with the candidate according to the fee structure below:

Fee Structure

Type of Appointment	Qualifications & Experience	Fee Level
Classroom Educators	Min 3 yr qualification but no teaching experience OR References from schools not known to us OR Break in service	5% of gross annual package ¹
Classroom Educators	Min 3 year qualifications, 1-4 yrs completed teaching, Good references from employers known to us	7% of gross annual package
Classroom Educators	Min. 3 years qualification, 4+ yrs teaching experience Good references from teaching experience	8% of gross annual package
Classroom Educators	Salary package in excess of R220kpa, irrespective of qualifications & experience	8% of gross annual package
HODs, Deputies and Principals	<i>Please request a copy of the Terms of Business for senior appointments and non-teaching posts</i>	
Out of the Classroom Posts		
Administrative Staff		

¹ We regret, no guarantee can be offered on educators at this fee level

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Placements in Education

Suite 200 Priv. Bag X 09, Weltevreden Park 1715 Gauteng, South Africa

Phone 011 475 4230 Fax 086 501 4252 e mail eap@tiscali.co.za

For teaching posts: www.placementsineducation.co.za

For Teachers: www.staffroom.co.za

II Temporary Appointments

Appointments for less than a full academic year are considered to be Temporary Appointments. Where Educators are appointed in a Temporary Capacity the fee will be calculated according to the fee structure below

Fee Structure, Temporary Appointments

Educator appointed	Length of Appointment	Period Covered by Fee	Fee
Newly qualified with no experience OR experience from schools not known to PIE	Per Term	Payable for a max. of 3 terms should the Educator be reappointed	R2300
Experienced educators, 1-4 yrs experience, inc. educators with incomplete teachers diplomas	Per Term	Payable for a max of 3 terms should the Educator be re-appointed	R3200
Educators with 5+ yrs teaching experience	Per Term	Payable for a max of 3 terms should the educator be re-appointed	R3600
Newly qualified with no experience OR experience from schools not known to PIE	Per Month	After the 2 nd month the balance of the TERM fee is charged	R1000
Experienced educators	Per Month	After the 2 nd month the balance of the TERM fee is charged	R1500
<i>For appointments shorter than 3 weeks please ask for our DAILY SUPPLY package</i>			

Where Educators are appointed in a Temporary post, but remain with the school for 3 academic terms or longer, the final payment (in the **THIRD** term worked by the educator) will be the **balance of the fee** owing according to the table for appointments for the Academic year (see Page 1)

Where the Educator is appointed in a Temporary State post or Governing Body post, but subsequently is appointed to a State Permanent Post through the Government Gazette or by any other means, at the same school, the **balance of the appointment fee is payable in respect of the State Permanent Post** to which the Educator has been appointed.

Schools serving disadvantaged communities and “no fee” schools may apply for a discount on the fees. The discount will depend on the circumstances and location of the school.

<p>All Fees Exclude VAT VAT is levied at 14% on all invoices to South African Schools</p>
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3. Should the client not engage a referred candidate but introduce that candidate to another employer, or subsequently elect to employ the candidate within a six-month period of the referral by PIE, the client will be liable for the fee incurred.
4. PIE accepts no responsibility for the misconduct of any nature whatsoever by an employee introduced to the client, nor is PIE liable for any claim arising between the client and a third party in respect of any such employee.
5. The Placement fee due to PIE is incurred from the first day of employment of any applicant irrespective of any arrangement for trial periods. The fee is payable within fourteen days of the employment commencement date. Interest at 2% monthly may be charged on overdue accounts.
6. If the client is not satisfied with the employee and notifies PIE within thirty days of the first day of employment, PIE will submit replacement candidates at no extra charge, provided the invoice has been paid within the required 14-day period.

SUBJECT TO CHANGE WITHOUT NOTICE

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AGREEMENT TO THE TERMS OF BUSINESS

To be completed and signed by the Principal of the School

I, (full name), Principal of (name of School) Have read the Terms of Business of Placements in Education. I hereby agree to abide by the Conditions laid out therein, and

- To inform Placements in Education if I should appoint any candidate for which Placements in Education provides a Personnel Profile;
- To pay the Placement Fee for appointments within 30 days of the candidate taking up their post;
- To treat all Personnel Profiles as strictly Confidential, and to destroy profiles of persons we do not appoint in order to protect their personal details;
- To ensure that PIE Personnel Profiles or confidential personal information on those profiles are not divulged in any form to any person or organisation;

Placements in Education may enquire about the success of interviews and appointments by phoning
(name of person)
who is (Designation of person) at this school
on (phone no.).....

Signature of Head of School

Date

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