



# PLACEMENTS IN EDUCATION

## FEE STRUCTURE AND TERMS OF BUSINESS FOR THE APPOINTMENT OF CLASSROOM EDUCATORS IN PRE-PRIMARY SCHOOLS EFFECTIVE FOR APPOINTMENTS FROM 1 JANUARY 2011

### I APPOINTMENTS FOR ONE ACADEMIC YEAR OR LONGER

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. Fees are payable for the first year of employment only.

#### Fee Structure

Type of Appointment	Qualifications & Experience	Fee Level
Classroom Educators	No formal pre-primary qualifications Incomplete (less than 1 year) qualifications	Flat fee R2000 for the year <sup>1</sup>
Classroom Educators	Minimum 1 year pre-primary qualification Max 3 yr diploma in pre-primary from a Technikon or Technical College OR no qualifications but up to 24 months experience with good references	Flat fee R3000 <sup>2</sup>
Classroom Educators	Three or four year Diploma in Foundation Phase & /or pre-primary education from a Teachers College, but no teaching experience	5% of gross annual package
Classroom Educators	Three or four year diploma with 1 or more years teaching experience & good references OR Shorter completed diploma with more than 24 months teaching experience	7% of gross annual package <sup>2</sup>

<sup>1</sup> We regret, no guarantee can be offered on educators at this fee level. However, should the educator fail to complete three academic terms a credit may be negotiated for the school

<sup>2</sup> Should the teacher fail to complete three academic terms with the school a credit will be passed in favour of the school

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#### Placements in Education

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HODs, Deputies and Principals	Please request a copy of the Terms of Business for senior appointments and non-teaching posts
Out of the Classroom Posts	
Administrative Staff	

## II TEMPORARY APPOINTMENTS – ONE TERM OR LONGER

All appointments will be assumed to be Full Time and Permanent unless the school should inform Placements in Education otherwise.

In the case of Temporary Appointments, the fee shall be

- One term – 50% of the fee set out in the Table above
- Two terms – the full fee is payable

When staff are **appointed in TERM 2** the fee is paid for the remaining terms of the academic year, and no further fee is payable

When staff are **appointed in TERM 3** a fee is levied for terms 3 of the academic year, and the balance of the fee is levied in TERM 1 of the following year if the educator is re-appointed

<p><b>All Fees Exclude VAT</b>  <b>VAT is levied at 14% on all invoices to South African Schools</b></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 seven-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 will 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.
7. Should the employee prove to be unsatisfactory or resign within 30 days of starting work the school should inform PIE as soon as possible, but not later than 40 days after the

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employee has taken up their post. A written warning, suspension of the employee, resignation or dismissal will be taken as evidence of unsatisfactory conduct, and the invoice in respect of the employee's appointment will be withdrawn. Should misconduct occur after the initial 30 day period PIE reserves the right to charge a fee for the period during which the employee's work was satisfactory.

**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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