

CAPRICORN TVET COLLEGE



**POLICY ON CONTRACT CELLULAR PHONES AND
3G/4G DEVICES**

COLLEGE SITES:

**CENTRAL OFFICE
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA**

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**Approved by
Management:** 05/12/2022
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Frank M. M. M.
Council Chairperson

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VISION OF CAPRICORN TVET COLLEGE



“A dynamic Technical Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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CORPORATE DIVISION

POLICY ON CONTRACT CELLULAR PHONES AND 3G/4G DEVICES

1. POLICY OBJECTIVES *(Declaration of Intent)*

1.1 PREAMBLE

Communication services play a critical role in providing efficient and effective service delivery in the college. Without communication infrastructure (cellular phones and 3G/4G devices) service delivery will be compromised.

Employees in the college, whose work requires the use of official cellular phones, must be provided with these tools.

1.2 PURPOSE

The objectives of this policy are to:

- 1.2.1 Provide guidelines for the acquisition and usage of communication instruments, this will include, but is not limited to cellular phones and 3G/4G devices to be used for official purposes.
- 1.2.2 Provide regulatory framework to manage the utilization of the identified communication instruments.
- 1.2.3 Outlines application procedures to be followed by all applicants who qualify to be allocated official communication facilities.

2. TERMINOLOGY

2.1 College: Capricorn TVET College

2.2 Council: College Council of Capricorn TVET College as established in terms of CET Act 16 of 2006

2.3 3G/4G Devices: Third/Fourth generation of developments in wireless technology, especially mobile communications

2.4 Field Workers: Or mobile workers are classified as any college employee that is required to work in the field/outside office premises.

2.5 Theft or Stolen: The unlawful act of taking possession of the Device with the intention of permanently depriving the Customer of that device.

2.6 Loss: The sudden and unforeseen physical loss of the Device.

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- 2.7 Excess Fee:** The amount payable by the user for an approved claim.
- 2.8 End-User:** The person for whom the contract was ultimately created or intended.
- 2.9 Accident:** Means known and identifiable unintended sudden and unforeseen event.
- 2.10 Accidental Damage:** Means physical damage or destruction of the Device caused by an Accident.
- 2.11 Device:** Means the Cellphone or Laptop or Tablet or 3G Device.

3. ABBREVIATIONS

- 3.1 DHET:** Department of Higher Education and Training
- 3.2 TVET:** Technical and Vocational Education and Training
- 3.3 CFO:** Chief Financial Officer
- 3.4 CEO:** Chief Executive Officer
- 3.5 EXMAN:** Executive management
- 3.6 SIM:** Subscriber Identity Module

4. THE SCOPE OF APPLICATION

This Policy applies to all employees in the College who falls under the scope of Further Education Training Colleges Act no 16 of 2006 and falls within the registered scope of PSBC.

5. GOVERNING PRESCRIPTS (*Legislative Framework That Informs the Policy*)

- 5.1 PFMA:** Public Finance Management Act
- 5.2 CET Act 16 of 2006**

6. GUIDING PRINCIPLES (*Policy content*)

6.1 Qualification for Allocation of Communication Instrument

Qualification for allocation of a communication instruments is not only dependent on an employee's rank or status but will also be based on the nature of his/her work and

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responsibilities, but The CEO and EXMAN by the nature of their work automatically qualify for cellular phones and also qualify for 3G/4G devices.

6.2 Cellular Phones

6.2.1 Qualification for allocation of a cellular phone:

Employees, who due to the nature of their work qualify for the allocation of a cellular phone will be provided with such instrument.

6.2.2 Cellular phones limits

Designation	Monthly Allowance
CEO/Principal	R1700.00 – R1850.00
Campus Managers	R1100.00 – R1200.00
Deputy Principals	R1100.00 – R1200.00
DCES & SES	R500.00 – R550.00
Deputy Managers	R500.00 – R550.00
Principal PA	R350.00 – R375.00
Council Secretary	R350.00 – R375.00
College Pool Phones	R110.00
Field Workers	R110.00 – R350.00

- a) Employee's work and qualifying for a device is subject to the approval by the Accounting Officer.
- b) It remains the prerogative of the Accounting Officer to adjust (increase or decrease) the above stated limits for reasons deemed necessary by the Accounting Officer.
- c) All College contracts will be reviewed upon expiry of contracts for new fees structures by service providers by the Accounting Officer.
- d) Upon review college cellular contracts may be increased or decreased accordingly, subject to approval from The Accounting Officer.

6.3 3G/4G TECHNOLOGY (DEVICES)

6.3.1 Purpose for 3G/4G device

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To allow the CEO, Deputy Principals, Campus Managers and mobile employees/field workers of the College to access email and Internet services through wireless communication media outside the premises of the office.

6.3.2 Qualification for allocation of 3G/4G device

The following employees will qualify for the resources:

6.3.2.1 (3G modems/Wi-Fi routers)

Any college employee (mobile workers'/field workers) that is required to access College emails and/or systems offsite.

6.3.2.2 (Tablets)

- a) Accounting Officer/CEO
- b) Deputy Principals
- c) Campus Managers

6.3.3 3G and 4G device limits

Designation	Type of Device	Monthly Allowance / Data
Field Workers	3G device/Wi-Fi Router	R170-00 / 10Gb
CEO	Tablet	R700.00 / 10Gb +
Deputy Principals	Tablet	R500-00 / 10Gb +
Campus Managers	Tablet	R500-00 / 10Gb +

7. PROCEDURAL GUIDELINES

7.1 Communication Instrument (Cellphone and/or 3G/4G device)

- 7.1.1 Employees other than EXMAN must complete Annexure A when applying for application of a cellular phone and 3G/4G device.
- 7.1.2 All employees issued with an official cellular phone are expected to be contactable/available at all reasonable times.

7.2 Cell Phones

- 7.2.1 The approval for the use of a cellular phone as a work tool is granted by the Accounting Officer.
- 7.2.2 The College may acquire cellular contracts phones for employees with monthly limits per user.

7.3 Conditions Applicable with Cellular Phones and 3G/4G Device Contracts

- 7.3.1 Upon leaving the College before the expiry of the cell phones and/or 3G/4G devices contract, the user will submit the device/s to the ICT section or the Corporate Services Deputy Principal office, Alternatively:
- 7.3.2 The user may opt to buy over the contract with the approval of the Accounting Officer.
- 7.3.3 Upon expiry of the contract the user may keep the cellular phone/tablet.
- 7.3.4 All wireless internet devices other than Tablets will remain college property at all times.
- 7.3.5 The college will be responsible to renew the cell phone and/or 3G/4G device contracts after the expiry of the initial contract.
- 7.3.6 The College will instruct the service provider to soft lock a cellular phone once the set limit is reached.
- 7.3.7 Such soft lock may be released by the service provider with prior approval by the Accounting officer.
- 7.3.8 If the user has reached his/her limit on their contract and the contract permits the purchase of prepaid airtime or data, it is the user's responsibility to make the purchase and not that of the College if he/she wishes to.
- 7.3.9 The college will replace or upgrade each cellular phone/tablet after the period agreed to (24 months) with the service provider. In cases such as replacement or upgrade, the official may retain the previous cellular phone.

7.4 International Roaming

- 7.4.1 International roaming must be approved by the Accounting Officer for all international official Travel.

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7.4.2 Employees who provide their own contract will be reimbursed actual cost incurred during the approved roaming period as long as motivation or evidence can be attached.

7.5 Contract maintenance and bills

7.5.1 The College will pay the cost for subscription fees, itemized billing, insurance and airtime costs as per monthly limits approved for each user.

7.6 Accidental Damage, theft or loss of cellular phones/3G/4G devices (Cellular Claims)

7.6.1 If it is established that the cell phone and/or 3G/4G device was lost, stolen or damaged, the excess amount and other related costs will be recovered from the user.

7.6.2 It is very important to note that: claims will not be paid if the contract sim card issued is not in use with the insured device at the time of accidental damage, theft or loss.

7.6.3 All devices are insured by the College with an excess fee payable by the end user.

7.6.4 An excess fee is payable by the user upon a successful claim.

7.6.5 Excess fees apply to all users for all successful claims.

7.6.6 The basic excess fee will be doubled if a claim occurs within 12 (twelve) months of a previous successful claim.

7.7 Miscellaneous

7.7.1 The Accounting Officer may at his/her discretion, withdraw the approval for a cell phones and/or 3G/4G devices if he/she is of the opinion that the duties of the employee do not need the use of the device as a tool or work facility any longer.

7.7.2 Employees issued with official cell phones and/or 3G/4G device/s are expected to ensure the safe guarding of the insured device/s at all times from accidental damage.

7.7.3 The contract sim cards should not be removed from the original cell phones and/or 3G/4G devices to put into another device, the guarantee of the phone will be forfeited in such a case.

7.7.4 For all claims: If the replacement cost of the device is greater than the maximum limit of indemnity, the end-user will have to pay the difference.

7.7.5 For all upgrades: If the device requested by the end-user is greater than the maximum limit for the upgrade, the end-user will have to pay the difference.

8. REPORTING REQUIREMENTS

8.1 Lost or stolen cell phones/3G/4G devices

8.1.1 In the event where a cellphone, laptops, tablets and/or 3G/4G device is lost or stolen, the following procedure should be followed:

- a) The matter should be reported to the nearest police station within 48 hours.
- b) A detailed report with a police case number should be submitted to the Deputy Manager: ICT and/or Deputy Principal: Corporate Services to communicate with the service provider to replace the lost cell phone and/or 3G/4G device.

8.1.2 In the event of theft or loss of cellphones, laptops or tablets, the event must be reported to the ICT section to block the contract SIM Card issued. The device must be blacklisted and a I.T.C reference number must be obtained.

8.1.3 In the event of accidental damage or damage, the end-user is required to submit a formal report-detailing the incident as well as provide a sworn affidavit.

9. POLICY IMPLEMENTATION AND REVIEW

This policy will be implemented the day on which it has been approved by the College Council and will be reviewed every three years or as a need arises.

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