

ANNUAL PLACEMENT REPORT 2025 DUE FOR SUBMISSION BY 24 APRIL 2026

All Private Employment Agencies (PEA) and Temporary Employment Services (TES) are required, as part of their compliance associated with registration with DEL, to submit an annual report on the placements made. This is in line with Skills Development Act no. 97 of 1998, Regulation No. 608 of 2000, sub-regulation 5(12). Reports should contain data for the Jan – Dec period and are usually required to be submitted in January of the following year. Delays this year have been experienced due to the upgrade of the report and system requirements.

Members are advised that the completion and return, by the **stipulated due date, 24 April 2026**, is compulsory, not only to ensure compliance with legislation, but also to maintain their membership of the Association/s.

It should be noted that **each branch must complete their own Annual Placement Report and submit in a separate email**, just as they should each be **registered individually** with DEL. If this cannot be done, a letter explaining the reason for lack of separate submission must be submitted.

Reporting Period

The information required to be submitted to DEL is for the **January – December 2025 reporting period only**.

Data Collection

DEL has created a specific Excel template (attached hereto) which **must** be used to collate and report data in the prescribed format. The sheet is set up with pre-determined fields and direction is provided as to the nature and format of the data points required. Auto-calculations have been built in, to simplify the process, but members are advised to check for accuracy before submission.

Because the data will be extracted directly from the Excel template into the DEL system, it **must be sent back in the prescribed Excel format only**. Any other form of submission will not be considered compliant.

Instructions for completion of various sections, including formatting requirements, are provided in the Excel template itself. Some additional clarification and guidance are provided in this Memo to assist members.

Submission must be done via email to preaAPR25@labour.gov.za. Submissions sent to any other address will not be considered valid. **DUE DATE IS 24 APRIL 2026**

Updates to the 2025 APR template

DEL has made several improvements to the APR template based on member feedback:

- Business sectors have been standardised with expanded descriptions
- Category fields at each sector remain consistent with previous reports
- Fields regarding turnover have been removed
- Formulas and protected fields have been locked to prevent accidental alterations
- Enhanced clarity on terminology and completion instructions

Navigating the Template

The template has six (6) tabs, each needs to be reviewed and completed as instructed.

Tab 1: Info Guidelines

Please read this before collating and completing the data. This contains all the necessary guidelines for reporting, including definitions etc. To ensure accurate information, to better understand the scale and impact of our sector on the South African labour market, it is critical that information is correctly reported. **Please note that all fields, unless marked “optional” must be completed in full. Pay attention to formatting prescriptions as reports submitted incorrectly cannot be accepted.**

Tab 2: Agency Info

This is all the information about your agency and must be completed in full. Please note that information should be accurate as per 31 December 2025.

Remember, each branch should be separately registered as a PEA/TES with the Department of Employment and Labour, and as such, the corresponding information should be included in this tab, and an individual report submitted per branch, in a separate email, following the submission instructions. DEL requests members to please submit one document per e-mail per registered agency - can be a Head Office without Branches, or a head office with Branch(es), each per separate e-mail. If more than one report is in one e-mail, the combined size might cause network capacity challenges; inputs will be stored per registered agency, as received.

Information about individual agencies will be kept confidential. The consolidated report will not contain any identifying information but will become public information and be used for sector analysis/research/reporting.

Tab 3: PEA Placements

Private Employment Agency (PEA) means any person who provides employment services as defined in Employment Services Act, no. 4 of 2014 (ESA) section 1. **The permanent employment services offered as PEA are also known as "direct recruitment"; full-time recruitment - which includes a once-off placement fee - without the PEA becoming a party to the employment relationship.**

If your business does not offer permanent placements, then this section will have been answered “No” and no further data inputs are required on this sheet.

Tab 4: TES Placements

Temporary Employment Services (TES) bears the same meaning as defined in section 198 of the Labour Relations Act no. 66 of 1995 as amended. **(TES is also known as "agency work" or "a-typical employment", which entails a triangular employment relationship between worker, employer, and PEA.)**

If your business does not offer temporary placements, then this section will have been answered “No” and no further data inputs are required on this sheet.

Tab 5: Provinces

Please just select the cell which indicates **which province your office is located in.**

Tab 6: Primary Employment Services

Please just select the cell which indicates **which service/s your office offers.**

Reporting Notes

- Data reflects placements made between **1 January 2025 – 31 December 2025**
- APR is about how many people were **placed at clients**. The placement figures in the table should NOT include how many own employees the agency has.
- Calculation of placements: **one person placed in one opportunity**.
Example: if the same person was placed in six (6) different opportunities during the year, then count that person 6 times (**once for every opportunity**).
- Placement/opportunity is any made, providing it was for **at least three (3) hours – Hourly Workers**
- Data includes following **demographics**: Race, Gender, Youth, Disability Status.
- **Business Sectors** have been defined by DEL.

Enquiries:

Should you have any enquiries relating to the Annual Placement Report process or template, you're requested to send these in writing, via email, to naledi.seanego@labour.gov.za AND gloria.tlhapane@labour.gov.za

Please note that **only enquiries** should be sent to these DEL officials, and NOT the APR submissions.

Lobbying & Advocacy

CAPES would very much appreciate members copying us in on their submissions to DEL. Access to information about the scope and impact of our sector, via effective labour market intermediation, on the South African labour market is extremely valuable for our ongoing lobbying and advocacy efforts. We therefore ask those members who are willing, to please cc pr@capes.org.za when you make your APR submissions to the Department. All information will be treated confidentially and only utilised in a consolidated format for purposes of lobbying and advocacy efforts.

WEBINAR TUTORIALS WITH DEL OFFICIALS

CAPES, in partnership with DEL, is hosting **TWO FREE webinars** with DEL officials Christa Van Kerken, Naledi Seanego, and Gloria Tlhapane to explain the APR template and data requirements. We strongly encourage all members to attend one of these sessions to ensure accurate and timeous completion and submission of APR.

Date: **Mon 9 March 2026**

Time: 13h00

Register: [Secure your seat](#)

Date: **Wed 18 March 2026**

Time: 10h00

Register: [Secure your seat](#)