

Navrae
Enquiries
IMibuzo
M.E. ERASMUS
Telefoon
Telephone
IFoni
(021) 467-2765
Faks
Fax
IFeksi
(021) 467-2996
Verwysing
Reference
ISalathiso
2/4/B



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEBE leMfundo leNtshona Koloni

CIRCULAR: 0056 /2001

TO:

ALL CHIEF DIRECTORS, DIRECTORS, HEADS OF SUB-DIRECTORATES AND DIVISIONS AT HEAD OFFICE, AREA AND CIRCUIT MANAGERS, SUBJECT ADVISORS, ADMINISTRATIVE HEADS OF AREA OFFICES AND HEADS OF ALL EDUCATION INSTITUTIONS

STANDARDISED WAYS OF WRITING THE DATE AND TIME

1. The standardised international numerical ways of writing the dates and times which was published by the International Standard Organisation (ISO) in the International Standard Organisation magazine, *ISO* of 1988, have been in use for a considerable time.
2. Standardisation facilitates the exchange of information internationally and the application of the proposals described below can be used to prevent errors and losses that occur as a result of misunderstandings.
3. The numerical ways of writing referred to above include, inter alia, the following:
 - 3.1 The day of the month is represented by two digits (e.g. 01). The first day of the month is presented by 01 and the days of the month that follow are numbered in ascending order (02, 03, etc.). The month is also represented by two digits (e.g. 01) and the four digits of the year are used (e.g. 2001). The basic format for the date is as follows:

Year-month-day (2001-01-01).
 - 3.2 The previous non-standardised manner of writing the date, e.g. 2/2/99 for 2 February 1999, is problematic in the 21st Century. The correct and standardised application of the ISO way of writing the date (i.e. 2001-01-01) eliminates this kind of uncertainty. It is acceptable to write 2 February 1999 when words and numbers are used to write the date.

- 3.3 Hours are represented by two digits (from 00 to 24) and minutes by two digits (from 00 to 59), e.g. 08:10 (ten past eight in the morning) and 21:45 (a quarter to ten in the evening). For most purposes the use of hours and minutes will be sufficient, although seconds could be added if necessary (e.g. 21:45:35).
- 3.4 Note that the hours and minutes should be separated by means of a colon (:), and not the h-symbol, when indicating the time. Quarter past three in the afternoon is thus not 15h15, but 15:15. In other words, it is the same as the time indicated on the face of a digital watch.
- 3.5 The representation of midnight, depending on the time or date referred to, is written in one of the following ways:

00:00 (for the beginning of a day)

24:00 (for the end of a day)

4. You are requested to accept the ways of writing as set out above by implementing them whenever they are written, printed or displayed in your work environment.
5. Please bring the contents of this circular to the attention of all concerned.
6. Any enquiries regarding the contents of this circular should be directed to:
- | | | |
|-------------------|---|----------------|
| Mr E.N. Sylvester | : | (021) 467-2766 |
| Ms M.E. Erasmus | : | (021) 467-2765 |
7. Your co-operation will be appreciated.



ACT HEAD: EDUCATION

DATE: 2001-05-05.