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Enquiries: MJ Hendricks

Institutional Resource Support Minute: 0003/2016

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Curriculum Advisers and Principals of ordinary public and special schools

**Subject: Online system for registering of school inventory**

1. The Western Cape Education Department (WCED) has developed an online inventory record-keeping system for school furniture and equipment.
2. The purpose of this online system is to assist with the recording of all furniture and equipment in the possession of schools.
3. It is important that there is sufficient furniture and equipment to meet the needs of learners and staff in schools. In capturing the data for furniture and equipment on hand at schools, we will be able to determine shortages and surpluses more easily.
4. In order to commence with the online capturing of all data regarding furniture and equipment, all public schools should access CEMIS between 23 and 27 May 2016.
5. When accessing CEMIS, schools should select the "Administration" option on the menu bar. On the drop-down list, select "Furniture and Equipment" and then select the "Welcome" or "Capture" screen. On the welcome screen, schools will be provided with general information about the online system and on the "Capture" screen schools will be able to select and capture data about specific furniture and equipment items.

6. The following persons may be contacted during the capture period, should assistance be required with the capturing of your furniture and equipment details and the sign-off process:

Rene Alberts (tel. no. 021 467 2137) or email address  
[Rene.Alberts@westerncape.gov.za](mailto:Rene.Alberts@westerncape.gov.za)

Scobinae Snyders (tel. no. 021 467 2004) or email address  
[Scobinae.Snyders@westerncape.gov.za](mailto:Scobinae.Snyders@westerncape.gov.za)

Le-Roy Sylvester (tel. no. 021 467 2115) or email address  
[Le-Roy.Sylvester@westerncape.gov.za](mailto:Le-Roy.Sylvester@westerncape.gov.za)

7. The report icon on the left of the screen affords the opportunity to print the full list of furniture and equipment items captured.
8. Once the details of all the furniture and equipment items have been captured, the principal is expected to sign off on the system.
9. Please access CEMIS as early as possible during the capturing period to ensure that the capturing and sign-off processes are timeously concluded.
10. Kindly bring the contents of this minute to the attention of all relevant personnel.

**SIGNED:** HA LEWIS

**ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2016-05-10