



**Western Cape  
Government**

Department of the Premier

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# Grade R Subsidy Claim Application System

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## **USER MANUAL**

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## 1. **Welcome**

The application system was designed to automate the Grade R subsidy claim process that will reduce operational disruption, increase information accuracy and eliminate delays in subsidy payouts. Schools with Grade R classes can submit a Grade R subsidy claim application on CEMIS, which is signed-off by the principal or delegated official. Schools can access the Grade R subsidy claim application system via CEMIS and district and Head Office officials can access the system via Eduinfosearch.

Please note that CEMIS will not allow any subsidy claim submissions after the due date – which will be communicated in advance.

Any enquiries can be directed to the relevant district ECD manager.

## 2. Getting started

### 2.1 Login screen



Figure 1

- a) Log in to CEMIS with login details (Figure 1). The school's communication page will appear (Figure 2).

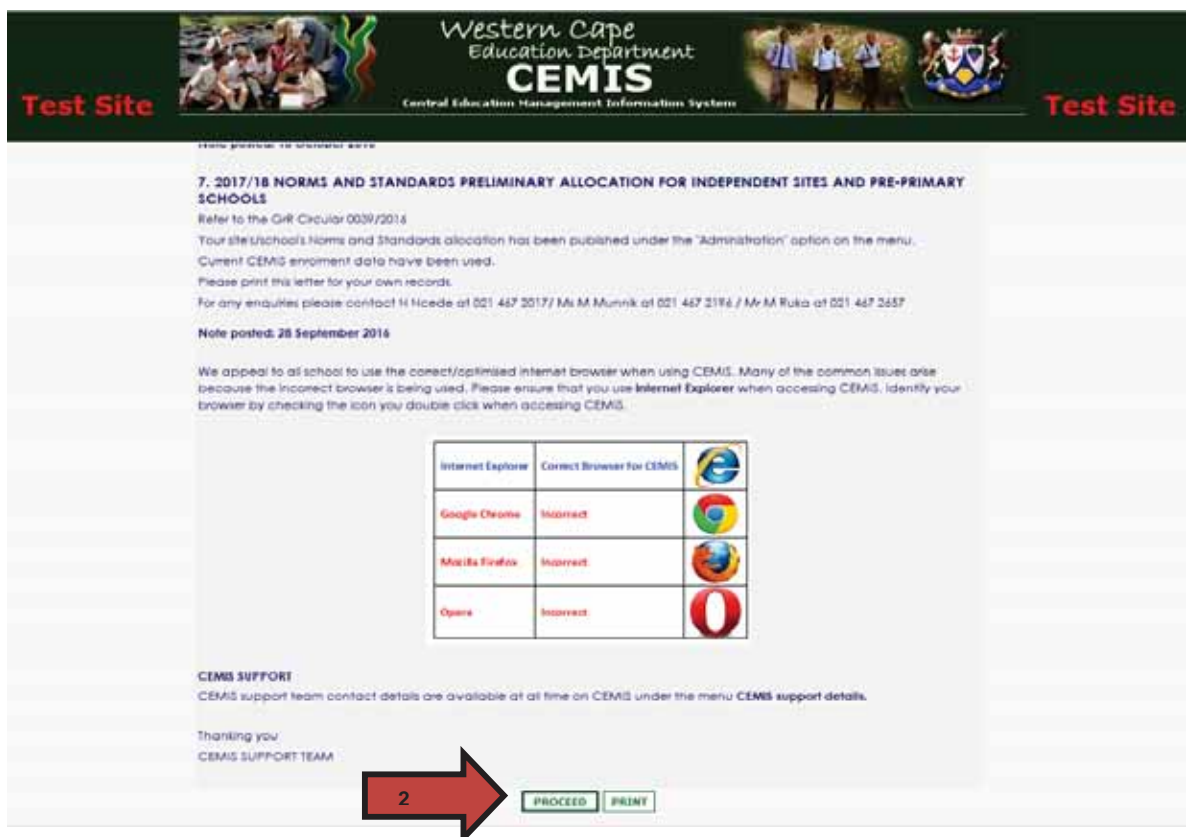
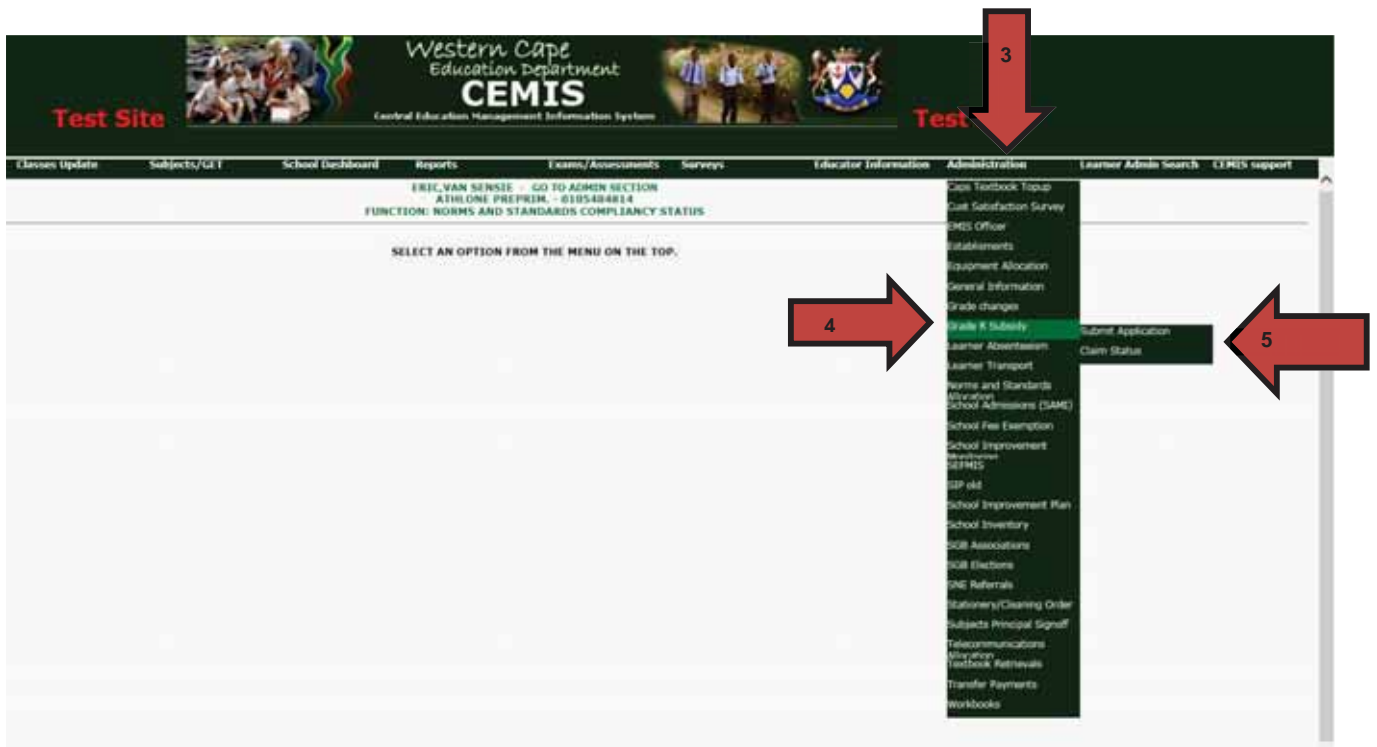


Figure 2

- b) Scroll down and click on "Proceed" (as indicated by arrow 2 in Figure 2). The following page will appear.

- c) Select the “**Administration**” tab on the menu bar (as indicated by **arrow 3** in **Figure 3**).
- d) Select “**Grade R subsidy**” (as indicated by **arrow 4** in **Figure 3**), and click on “**submit application**” (indicated by **arrow 5** in **Figure 3**).
- e) Select “**Claim status**” (indicated by **arrow 5** in **Figure 3**) to view the progress of a subsidy claim already submitted to the district office.



**Figure 3**

**Note:** If the screen in **Figure 4** appears, the school does not have Grade R classes registered. The normal process should be followed to ensure Grade R classes are registered at the school.



**Figure 4**

### 3. Confirm Grade R subsidy application

The next step is only applicable to schools who have already registered Grade R learners. Once a school that has Grade R learners is logged on, the system displays a screen that requests whether the user is applying for a Grade R subsidy.

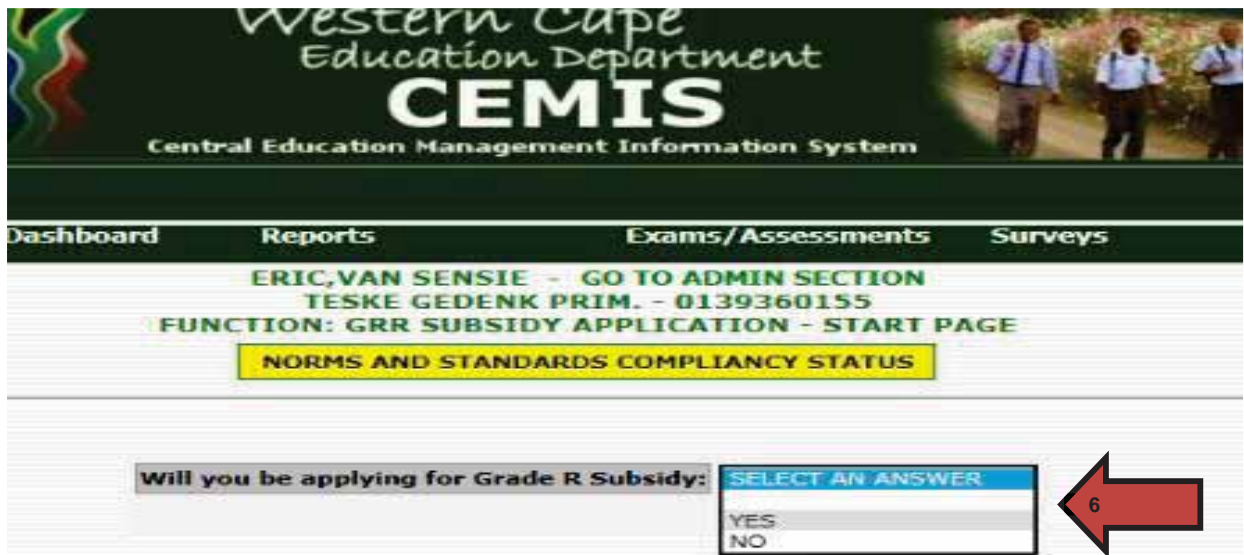


Figure 5

#### 3.1 Selecting the "No" option

If the user selects "No" (as indicated by **arrow 6** in **Figure 5**) the system displays the screen in **Figure 6**, requesting confirmation that the school will **NOT** be applying for a Grade R subsidy. The user must sign off on their decision.

Western Cape Education Department  
**CEMIS**  
Central Education Management Information System

Test Site

Update Subjects/GET School Dashboard Reports Exams/Assessments Surveys Educator Information Administration

ERIC, VAN SENSIE – GO TO ADMIN SECTION  
AKKERTJIE PREPRIM. - 0118008384  
FUNCTION: NO Grade R Subsidy

Tranche: APRIL 2017

SCHOOL DETAILS			
District		Circuit	
Emis No.	0118008384	Name of School	AKKERTJIE PREPRIM.
Type of School	Preprimary School	National Quintile	NQ4
Fee Status	NO STATUS	Name of Principal	
School Address	Po Box 54, Paaltadorp, 6529	School phone No.	0448760696
Fax No.		Email Address	akkertje777@gmail.com

SIGN-OFF DETAILS			
Principal Name	<input type="text"/>	Principal Surname	<input type="text"/>
*I, Principal of <b>AKKERTJIE PREPRIM.</b> hereby certify that I am not claiming any Gr R subsidy for the above-mentioned institution*.			
		<input type="button" value="SUBMIT"/>	<input type="button" value="PRINT"/>

Figure 6

- Enter the principal's name and surname (as indicated by **arrow 7** and **8**) and click **"submit"** (as indicated by **arrow 9** in **Figure 6**).
- Click **"print"** (as indicated by **arrow 10** in **Figure 6**).

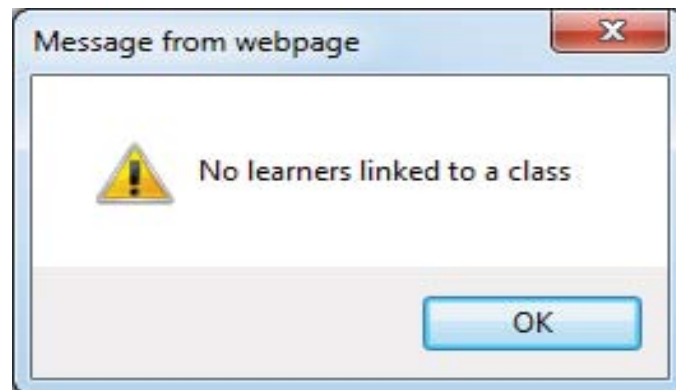
### 3.2 Selecting the "Yes" option

If the user selects **"Yes"** (as indicated by **arrow 6** in **Figure 5**) the system validates the information and displays **"Application inserted successfully"**, the system then goes to the **Submission** screen (**Figure 8**).

**Note:** A subsidy claim submission cannot be made after the CEMIS closing date for Grade R applications. An application cannot be edited or deleted after submission.

#### 4. Submitting a Grade R subsidy claim application

**Note:** It is required that the school's learners be linked to a class in order to obtain accurate learner data on the submission screen (**Figure 8**). If this has not been done the message in **Figure 7** will pop up. The normal process should be followed to ensure Grade R learners are linked to a class.



**Figure 7**

The system prepopulates with data from the CEMIS master database. Submit and sign-off on the required details to complete a Grade R subsidy claim application.



Western Cape  
Education Department  
**CEMIS**  
Central Education Management Information System

**Test Site** **Test Site**

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School Address: Honeyside Road, Craeford, Athlone, 7764      School phone No.: 0216972003  
 Fax No.: 0216963926      Email Address: apps@polka.co.za

**LEARNER DETAILS**

No of Grade R Classes:

Grade R classes	GRR GRR YELLOW GROUP	MULTI MULTI RED GROUP	TOTAL
Number of learners per class	28	37	65

**ENROLMENT**

AGE	SUMMARY OF ALL LEARNERS IN GRADE R IN THE SCHOOL		
	MALE	FEMALE	TOTAL
4.3 turning 5 years old this year: born between Jan and June	7	4	11
5 turning 6 years old this year: born between Jan and Dec	24	28	52
6 turning 7 years old this year: attached exemption letter to this form	2	0	2
<b>TOTAL</b>	<b>33</b>	<b>32</b>	<b>65</b>

**EDUCATOR/PRACTITIONER DETAILS**

No of SGB Practitioners:       No of SGB Educators:       No of WCED Educators:      

#	NAMES	ID NUMBER	HIGHEST QUALIFICATION	PAID BY	UPDATE
1	<input type="text"/>	<input type="text"/>	NATIONAL 6S DIPLOMA (PRACTICALS): OTHER: B. ED 1ST YEAR	WCED	<input type="button" value="UPDATE"/>
2	<input type="text"/>	<input type="text"/>	THREE-YEAR TEACHERS' DIPLOMA/NATIONAL PROFESSIONAL DIPLOMA IN EDUCATION	SGB	<input type="button" value="UPDATE"/>

**SIGN-OFF DETAILS**

Principal Name:       Principal Surname:       02-FEB-17

\*I, [EEE EEE] Principal of **ATHLONE PREPRIM**, hereby certify that the Gr R claim information captured is correct and can be used to calculate the Gr R subsidy claim for the above-mentioned institution\*.

**Please note: After the application was approved, no further amendments will be allowed.**

Figure 8

- a) Enter the principal's name and surname (as indicated by **arrow 9** and **10**).
- b) Click "**submit**" (as indicated by **arrow 11**).
- c) Once the subsidy claim is submitted, it can be printed (as indicated by **arrow 12** in **Figure 8**).
  - i) The screen in **Figure 9** will appear.
  - ii) Click "**print**" (as indicated by **arrow 13** in **Figure 9**).

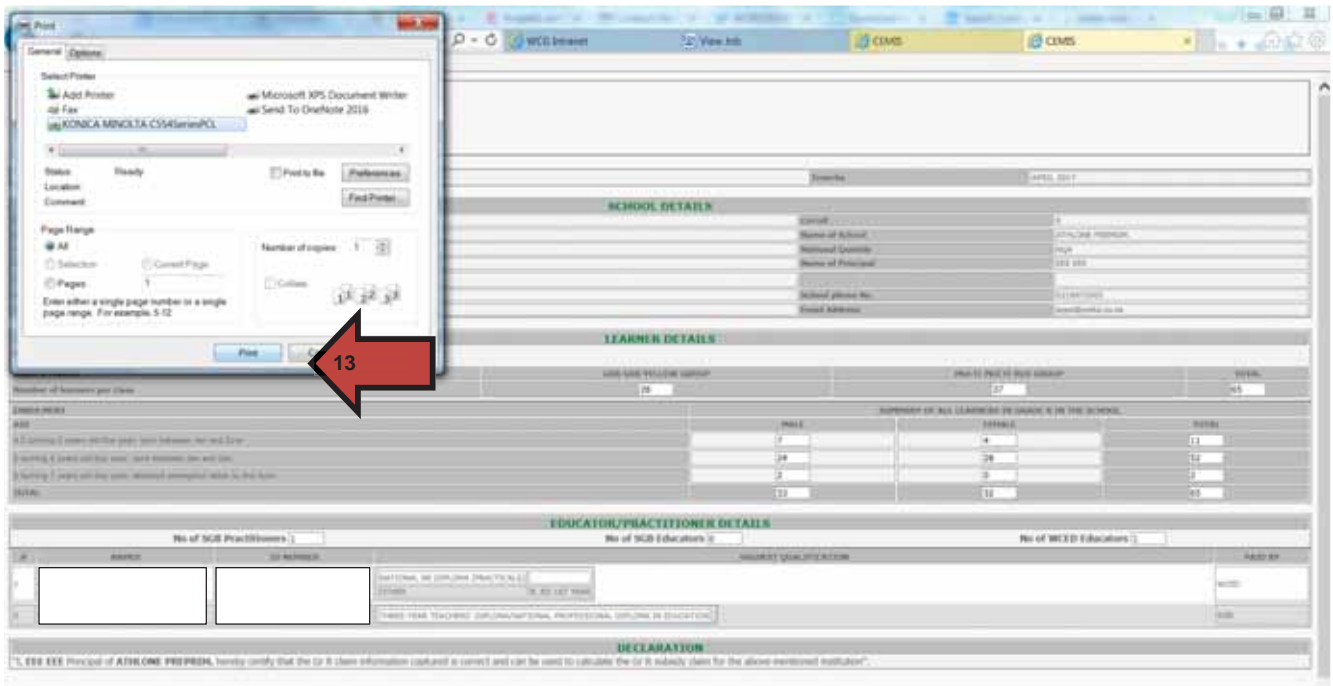


Figure 9

**Note:** The “print” option is only available after a submission has been made. If the printing box does not appear please go to “CEMIS support” (as indicated by arrow 14 in Figure 10) to select your browser version and follow the instructions.



Figure 10

#### 4.1 Linking an educator to a class

There may be instances where the school did not link Grade R educators and classes. Click on the link (as indicated by **arrow 15** in **Figure 11**) and the screen in **Figure 12** will display.

**Western Cape Education Department CEMIS**  
Central Education Management Information System

**Test Site** **Test Site**

Emis No.	0102480096	Name of School	BERGVILLE PRIM.
Type of School	Primary School	National Quintile	NQ4
Fee Status	Fee Charging School	Name of Principal	
School Registered	YES	School phone No.	0219346453
School Address	Leebergweg, Bishop Lewis, Bellville, 7490	Email Address	admin@bergvilleps.co.za
Fax No.	0219340703		

**LEARNER DETAILS**

No of Grade R Classes

Grade R classes	TOTAL
Number of learners per class	<input type="text" value="0"/>

ENROLMENT	SUMMARY OF ALL LEARNERS IN GRADE R IN THE SCHOOL		
	MALE	FEMALE	TOTAL
4.5 turning 5 years old this year: born between Jan and June	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
5 turning 6 years old this year: born between Jan and Dec	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="5"/>
6 turning 7 years old this year: attached exemption letter to this form	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>TOTAL</b>	<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="5"/>

**EDUCATOR/PRACTITIONER DETAILS**

No of SGB Practitioners  No of SGB Educators  No of **W**ED Educators

#	NAMES	ID NUMBER	HIGHEST QUALIFICATION	PAID BY	UPDATE
No educators linked to a class					

**SIGN-OFF DETAILS**

Principal Name\*  Principal Surname\*  Date

\*I,  Principal of **BERGVILLE PRIM.**, hereby certify that the Gr R claim information captured is correct and can be used to calculate the Gr R subsidy claim for the above-mentioned institution\*.

**Please note: After the application was approved, no further amendments will be allowed.**

Figure 11

Western Cape Education Department  
**CEMIS**  
 Central Education Management Information System

Test Site

ERIC, VAN SENSTE - GO TO ADMIN SECTION  
 BALVENIE PRIM. - 0102480061  
 FUNCTION: LOLT UPDATE

NORMS AND STANDARDS COMPLIANCY STATUS

**UPDATE CLASS Grade GRR - LOLT**  
 Updates the classes LOLT for all classes specified below. Indicate the educator linked to the class.

CLASS NAME	TOTAL LEARNERS PER CLASS	CLASS LOLT		REGISTERED EDUCATOR
		AFRIKAANS	ENGLISH	
GRR .1	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Dropdown]
GRR .2	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	[Dropdown]
GRR .3	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	[Dropdown]

[Update] [Back] [Grade R Applications]

Figure 12

- Select a Grade R educator from the list provided by the system and link that educator to a specific class name (as indicated by **arrow 16** in **Figure 12**).
- Click **“update”**.
- Click on the link (indicated by **arrow 17** in **Figure 12**) to go back to the Grade R subsidy application.