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12/2/10/3

Enquiries: J Pheiffer

Knowledge and Information Management Minute: 0003/2017

To: Chief Directors, Directors (Head Office and districts offices), Circuit Managers and Principals of ordinary public and independent schools

**Subject: 2017 WCED Annual Survey for ordinary public and independent schools**

1. The WCED Annual Survey for ordinary schools will be conducted on 07 March 2017. Principals will be required to sign off on the accuracy of learner data on CEMIS. Please ensure that the following reflect correctly on CEMIS by **07 March 2017**:
  - 1.1 Learners are in the correct grades, classes and language of learning and teaching (LoLT) category.
  - 1.2 Learner transfers (in and out) have been completed.
  - 1.3 Grade changes have been completed.
  - 1.4 The general information capture screens, including the questions on school safety, have been completed.
2. The Annual Survey also requires that schools update educator information and complete capture screens. This task should be signed off by no later than **07 March 2017** by ensuring the following:
  - 2.1 Educator information has been updated regarding years of experience, and the grades and subjects taught during 2017 only (remove grades and subjects taught in previous years if not applicable to the educator's 2017 workload).
  - 2.2 The new educator screen is completed for verification of subject qualifications.
  - 2.3 All capture screens have been completed and pre-populated screens updated e.g. school fees and infrastructure tables.
3. An additional screen relating to hostel information will be available for capturing on CEMIS. Only schools with hostels will be able to view this additional survey.
4. As the institutional EMIS officer, the principal must manage the data processes to ensure that evidence of verification and the signatures of staff delegated to check the data can be presented upon request from auditors. The school EMIS data business

process must be recorded to ensure accountability for data accuracy, as the information is auditable. Please refer to Knowledge and Information Management Minute 0003/2012 for more information. Principals are also reminded that as of 2014 accurate CEMIS data is a pre-condition for schools to receive the second transfer of norms and standards funding (Knowledge and Information Management Minute 0044/2013).

5. A national identity number (ID) is mandatory for all learners on all computerised school administration and management systems. A CEMIS report is available to identify learners without identity numbers and to facilitate the capturing of missing identity numbers. Should the learner not be in possession of a valid ID number, please advise the parent on the process of applying for an ID via the Department of Home Affairs. Principals are requested to assist the parents, where possible, to facilitate the process through the Department of Home Affairs. Refer to Institutional Management and Governance Planning Minute 0005/2014 for further information.
6. Should any difficulties in completing the survey be experienced, kindly liaise with the relevant circuit manager or district official listed below:

DISTRICT	DISTRICT CEMIS ADMINISTRATOR	TELEPHONE NO.	EMAIL
Cape Winelands	Kevin van Eeden	023 348 0635	kevin.vaneeden@westerncape.gov.za
Eden and Central Karoo	Yvonne Ngwane Ayabulela Pinzie	044 803 8346 044 803 8367	yvonne.ngwane@westerncape.gov.za ayabulela.pinzie@westerncape.gov.za
Metro Central	Anita McGrath Tercia Southgate	021 514 6751 021 514 6737	anita.mcgrath@westerncape.gov.za tercia.southgate@westerncape.gov.za
Metro East	Buseka Ndinisa Thembeke Dlamini	021 900 7180 021 900 7181	buseka.ndinisa@westerncape.gov.za thembeke.dlamini@westerncape.gov.za
Metro North	Anecia Conradie	021 938 3039	anecia.conradie@westerncape.gov.za
Metro South	Anastasia Rose Sive Jara	021 370 2120 021 370 2106	anastasia.rose@westerncape.gov.za sive.jara@westerncape.gov.za
Overberg	Japie Bailey	028 214 7300	japie.bailey@westerncape.gov.za
West Coast	Mervan Davids	021 860 1596	mervan.davids@westerncape.gov.za

7. Principals should coordinate Annual Survey processes to ensure accuracy of data captured and timeous completion.

**SIGNED:** HA LEWIS

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

**DATE:** 2017-02-16