



Reference: 20170203-7986
12/2/10/3
Enquiries: J Pheiffer

Knowledge and Information Management Minute: 0004/2017

To: Chief Directors, Directors (Head Office and district offices), ECD Managers and Principals of ECD centres

Subject: 2017 WCED Annual Survey for public and independent early childhood development (ECD) centres

1. The WCED Annual Survey for early childhood development (ECD) centres will be conducted on **07 March 2017**. The survey will go live on CEMIS on **22 February 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 home languages have been checked and updated.
 - 1.3 Learner transfers (in and out) have been completed.
 - 1.4 School corrections have been completed – where required.
 - 1.5 The general information capture screens, including the questions on school safety, have been completed.
 - 1.6 An ID number is a requirement for learner registration.
2. The Annual Survey also requires that ECD centres update educator/practitioner 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/practitioner 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/practitioner's 2017 workload).
 - 2.2 All capture screens have been completed and pre-populated screens updated e.g. school fees and infrastructure tables.
 - 2.3 Information is signed off timeously to allow ECD managers adequate time to peruse, verify and sign off.

3. 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 on the request of 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.
4. 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 number 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.
5. Enquiries or calls for assistance can be directed to the ECD manager or technical support person for the relevant district:

DISTRICT	CONTACT PERSON	DESIGNATION	TEL. NO.
Cape Winelands	Madelein Siddle	ECD Manager	023 348 4608
	Hazel van Rooyen	Technical Support	023 348 0646
Eden and Central Karoo	Lucretia Roux	ECD Manager	044 803 8314
	Clementine Hartnic	Technical Support	044 803 8300
Metro Central	Vacant	ECD Manager	021 514 6929
	Kyle Williams	Technical Support	021 514 6946
Metro East	Michele Liedeman	ECD Manager	021 900 7221
	Linda Ntlombeni	Technical Support	021 900 7222
Metro North	Zaida Davids	ECD Manager	021 938 3013
	Neil Anthony	Technical Support	021 938 3013
Metro South	Carmen Niekerk	ECD Manager	021 370 2004
	Charnique Neethling	Technical Support	021 370 2004
Overberg	Lynn le Grange	ECD Manager	028 214 7378
	Molene Jantjies	Technical Support	028 214 7360
West Coast	Sally Meyer	ECD Manager	021 860 1202
	Lorenzo Veroni	Technical Support	021 860 1202

6. The cooperation of all involved is appreciated.

SIGNED: HA LEWIS

ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2017-02-16