



Reference: 20180129-8721  
12/2/10/3  
Enquiries: M Wiese

Knowledge and Information Management Minute: 0003/2018

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

**Subject: 2018 WCED Annual Survey for public and independent ECD centres**

1. The Western Cape Education Department (WCED) Annual Survey for Early Childhood Development (ECD) centres will be conducted on **06 March 2018**. Principals will be required to sign off on the accuracy of learner and staff data on CEMIS. The due date for ECD managers to sign off on Annual Survey data is **23 March 2018**. Please ensure that the following reflect correctly on CEMIS:
  - 1.1 All learners who are registered and attending the centre in 2018 appear in their correct grades, classes and language of learning and teaching (LoLT) category on CEMIS.
  - 1.2 Learner home languages have been checked and updated.
  - 1.3 Learner transfers (in and out) have been completed.
  - 1.4 Centre corrections have been completed.
  - 1.5 An identity (ID) number is a requirement for learner registration.
2. The principal must also ensure that the list of educators/practitioners on CEMIS is updated and verified; as well as the years of experience, grades and subjects taught during 2018 (remove grades and subjects taught in previous years).
3. All display, capture screens and error reports must be verified before the sign-off section of the survey will be available.
4. The sign-off section of the survey must be completed as acknowledgement of the verification of the data as an accurate reflection of the learner enrolment and number of staff on 06 March 2018.
5. 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, dated 10 August 2012, for more information.

6. A national ID number is mandatory for all learners on all computerised school administration and management systems. A CEMIS report is available to identify learners without ID numbers and to facilitate the capturing of missing ID numbers. Should a learner not be in possession of a valid ID number, DO NOT capture an invalid ID number. Please advise parents on the process of applying for an ID at the Department of Home Affairs (DHA). Principals are requested to assist parents, where possible, to facilitate the process through the DHA.
7. Should there be any difficulties in completing the survey, kindly liaise with the relevant ECD manager or technical support person listed below:

<b>DISTRICT</b>	<b>CONTACT PERSON</b>	<b>DESIGNATION</b>	<b>TELEPHONE NO.</b>
Metro North	Zaida Davids	ECD Manager	021 938 3013
	Anoesjka Kraukamp	Technical Support	021 938 3013
	Marshalee Braaf	Technical Support	021 938 3013
Metro Central		ECD Manager	021 514 6929
	Kyle Williams	Technical Support	021 514 6946
Metro South	Carmen Niekerk	ECD Manager	021 370 2004
	Carry-Ann Cozyn	Technical Support	021 370 2017
	Cameron du Toit	Technical Support	021 370 2122
Metro East	Michelle Liedemann	ECD Manager	021 900 7221
	Luciano Brummer	Technical Support	021 900 7222
	Nqwenelwa Baliso	Technical Support	021 900 7221
West Coast	Sally Meyer	ECD Manager	021 860 1201
	Grant Basson	Technical Support	021 860 1269
	Nathan Kannemeyer	Technical Support	021 860 1268
Cape Winelands	Madeleine Siddle	ECD Manager	023 348 4677
	Hazel van Rooyen (Swarts)	Technical Support	023 348 4672
	Kaylin Steyn	Technical Support	023 348 4671
Overberg	Lynn le Grange	ECD Manager	028 214 7378
	Molene Jantjies	Technical Support	028 214 7360
	Jadean Wildschut	Technical Support	028 214 7360
Eden and Central Karoo	Lucretia Roux	ECD Manager	044 803 8314
	Clementine Hartnic	Technical Support	044 803 8314

8. The WCED appreciates the contribution and commitment of all education officials and looks forward to your continued cooperation in 2018.

**SIGNED:** HA LEWIS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2018-02-19