Reference: 20180129-8720
12/2/10/3
Enquiries: M Wiese

Knowledge and Information Management Minute: 0004/2018

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

Subject: 2018 WCED Annual Survey for ordinary public and independent schools

1. The Western Cape Education Department (WCED) Annual Survey for ordinary schools will be conducted on **06 March 2018**. Principals will be required to sign off on the accuracy of learner and educator data on CEMIS. The due date for circuit managers to sign off on Annual Survey data is **28 March 2018**. Before signing off on CEMIS, the principal must ensure the following:

1.1 All learners who are registered and attending school in 2018 appear in their correct grades, classes and language of learning and teaching (LoLT) category on CEMIS.
1.2 Learner transfers (in and out) have been completed.
1.3 Grade changes have been completed.
1.4 Subject changes have been completed.

2. The principal must also ensure that the list of educators 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 if not applicable to the educator's 2018 workload).

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. 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 (Circular 0044/2013, dated 29 October 2013).

6. A national identity (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 circuit manager or district official listed below:

DISTRICT	DISTRICT CEMIS ADMINISTRATOR	TELEPHONE NO.	EMAIL
Metro North	Masixole Stofile	021 938 3052	masixole.stofile@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 South	Anastasia Rose Sive Jara	021 370 2120 021 370 2106	anastasia.rose@westerncape.gov.za sive.jara@westerncape.gov.za
Metro East	Buseka Ndinisa Thembeka Dlamini	021 900 7053 021 900 7011	buseka.ndinisa@westerncape.gov.za thembeka.dlamini@westerncape.gov.za
West Coast	Mervan Davids	021 860 1596	mervan.davids@westerncape.gov.za
Cape Winelands	Kevin van Eeden	023 348 4633	kevin.vaneeden@westerncape.gov.za
Overberg	Suzanne Braaf	028 214 7411	suzanne.braaf@westerncape.gov.za
Eden and Central Karoo	Romelda Booysen Keith Zibi	044 803 8367 044 803 8346	romelda.booysen@westerncape.gov.za keith.zibi@westerncape.gov.za

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