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Enquiries: M Wiese

Knowledge and Information Management Minute: 0001/2019

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

**Subject: 2019 Western Cape Education Department SNAP Survey for ordinary public and independent schools**

1. The SNAP Survey for ordinary public and independent schools will be used for the administration and governance of schools, as well as the supply of resources for 2019.
2. The SNAP survey must be completed and signed off by the principal on CEMIS on **22 January 2019** (tenth school day).
3. Before signoff on CEMIS, the principal or their delegate must ensure the following:
  - a) All learners that are registered and attending school for 2019 must appear in their correct grade and class on CEMIS.
  - b) Any learners who were expected to return but, however, did not arrive at the school to take up enrolment by 22 January 2019, are deregistered as per the learner attendance policy. (These learners may be re-registered on CEMIS should they report for admission after 22 January 2019).
  - c) The list of educators on CEMIS must be updated and verified, as on 22 January 2019, and their appointment status must be confirmed.
  - d) The signoff 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, as on 22 January 2019.
4. To assist with the verification of schools' learner and educator data, a number of error reports are available which will guide on the correctness of the existing data captured on CEMIS.

5. Kindly ensure that all errors as displayed by these reports are resolved prior to signoff.
6. After the principal's signoff on 22 January 2019, a snapshot of the all the learner and educator data will be made and errors which remain must be resolved prior to the circuit manager's signoff on 28 January 2019.
7. The due date for the circuit managers to sign off the SNAP Survey data is **28 January 2019**. The circuit managers will be required to monitor the progress and will not be able to sign off on the survey datasets if there are still errors remaining and where principals have not signed off their SNAP surveys.
8. A national identity number 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 a learner not be in possession of a valid identity number, please advise the parent on the process of applying for an identity document (ID) at 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.
9. Should there be any difficulties in completing the survey, kindly liaise with the relevant circuit manager or district official listed below:

DISTRICT	DISTRICT OFFICIAL	TELEPHONE NO.	EMAIL
Metro North	Masixole Stofile	021 938 3052	<a href="mailto:masixole.Stofile@westerncape.gov.za">masixole.Stofile@westerncape.gov.za</a>
Metro Central	Anita McGrath Tercia Southgate	021 514 6751 021 514 6737	<a href="mailto:anita.mcgrath@westerncape.gov.za">anita.mcgrath@westerncape.gov.za</a> <a href="mailto:tercia.southgate@westerncape.gov.za">tercia.southgate@westerncape.gov.za</a>
Metro South	Anastasia Rose Sive Jara	021 370 2120 021 370 2106	<a href="mailto:anastasia.rose@westerncape.gov.za">anastasia.rose@westerncape.gov.za</a> <a href="mailto:sive.jara@westerncape.gov.za">sive.jara@westerncape.gov.za</a>
Metro East	Buseka Ndinisa Thembeke Dlamini	021 900 7053 021 900 7011	<a href="mailto:buseka.ndinisa@westerncape.gov.za">buseka.ndinisa@westerncape.gov.za</a> <a href="mailto:thembeke.dlamini@westerncape.gov.za">thembeke.dlamini@westerncape.gov.za</a>
West Coast	Mervan Davids	021 860 1596	<a href="mailto:mervan.davids@westerncape.gov.za">mervan.davids@westerncape.gov.za</a>
Cape Winelands	Kevin van Eeden	023 348 4633	<a href="mailto:kevin.vaneeden@westerncape.gov.za">kevin.vaneeden@westerncape.gov.za</a>
Overberg	Suzanne Braaf	028 214 7411	<a href="mailto:suzanne.braaf@westerncape.gov.za">suzanne.braaf@westerncape.gov.za</a>
Eden and Central Karoo	Romelda Booysen Keith Zibi	044 803 8367 044 803 8346	<a href="mailto:romelda.booyesen@westerncape.gov.za">romelda.booyesen@westerncape.gov.za</a> <a href="mailto:keith.zibi@westerncape.gov.za">keith.zibi@westerncape.gov.za</a>

10. The quality of EMIS data will be linked to norms and standards transfer payments. EMIS data compliance reports will be available to principals via CEMIS. Principals should coordinate the SNAP Survey processes to ensure the accuracy of data captured, timeous completion and sign off accordingly.
11. During the recent Education Data Quality Audit (EDQA) conducted in term 2 of 2018, it was highlighted that schools are not maintaining accurate records. In light of this, the Directorate: Knowledge and Information Management will be monitoring the compliance and data quality of your SNAP Survey submissions and will report all non-compliance, discrepancies and data deficiencies to the Head of Education (HoD).
12. Ordinary independent schools are reminded to acquaint themselves with their conditions of registration. Note that adhering to the WCED's data requirements are part of these conditions and noncompliance may lead to deregistration.
13. The Western Cape Education Department appreciates the contribution and the commitment of all education officials and look forward to your continued cooperation in 2019.

**SIGNED:** MS ABRAHAMS

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

**DATE:** 2018-12-19