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Enquiries: M Wiese

Knowledge and Information Management Minute: 0002/2019

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

Subject: 2019 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 **05 March 2019**. 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 **05 April 2019**.
2. Before signing off on CEMIS, the principal or their delegate must ensure the following:
 - 2.1 All learners who are registered and attending school in 2019 appear in their correct grades, classes and language of learning and teaching (LoLT) category on CEMIS.
 - 2.2 Learner transfers (in and out) have been completed.
 - 2.3 Grade changes have been completed.
 - 2.4 Subject changes have been completed.
3. 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 2019 (remove grades and subjects taught in previous years if not applicable to the educator's 2019 workload).
4. To assist with the verification of learner and educator data, a number of error reports are available to guide the correctness of the existing data captured on CEMIS. Kindly ensure that all errors, as displayed by these reports, are resolved prior to sign off.
5. 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 05 March 2019.

6. After the principal's sign off on 05 March 2019, a snapshot of all the learner and educator data will be made and errors which remain must be resolved prior to the circuit manager's sign off on 05 April 2019.
7. As the institutional EMIS officer, the principal must manage the data processes to ensure that evidence of verification and the signatures of the 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 precondition for schools to receive the second transfer of norms and standards funding (Circular 0044/2013, dated 29 October 2013).
8. 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.
9. 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 Thembeke Dlamini | 021 900 7053 021 900 7011 | buseka.ndinisa@westerncape.gov.za thembeke.dlamini@westerncape.gov.za |
| West Coast | Mervan Davids | 021 860 1596 | mervan.davids@westerncape.gov.za |
| Cape Winelands | Kevin van Eeden | 023 348 0635 | 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 |

10. 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

WCED will be monitoring compliance and the data quality of all Annual Survey submissions and will report any instances of non-compliance, discrepancies and data deficiencies to the Head of Education.

11. Independent schools are reminded to acquaint themselves with their conditions for registration. Note that adhering to the WCED's data requirements forms part of these conditions and non-compliance may lead to deregistration.
12. The WCED appreciates the contribution and commitment of all education officials and looks forward to your continued cooperation in 2019.

SIGNED: MS ABRAHAMS

ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2019-02-13