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Enquiries: M Wiese

Knowledge and Information Management Minute: 0004/2019

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

Subject: 2019 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 **05 March 2019**. Principals will be required to sign off on the accuracy of learner and educator data on the Central Education Management Information System (CEMIS). The due date for ECD managers to sign off on Annual Survey data is **22 March 2019**.
2. Please ensure that the following reflect correctly on CEMIS by **05 March 2019**:
 - 2.1 All learners who are registered and attending the centre in 2019 appear in their correct grades, classes and language of learning and teaching (LoLT) category on CEMIS.
 - 2.2 Learner home languages have been checked and updated.
 - 2.3 Learner transfers (in and out) have been completed.
 - 2.4 An identity (ID) number is a requirement for learner registration.
3. 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 2019. Remove grades and subjects taught in previous years.
4. All display, capture screens and error reports must be verified before the sign-off section of the survey will be available.
5. The sign-off section of the survey must be completed as acknowledgement that the data has been verified and is 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 available and any remaining errors must be resolved prior to the ECD manager's sign off on 22 March 2019.
7. 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. Principals are requested to assist parents, where possible, to facilitate the process through the Department of Home Affairs.
8. Should there be any difficulties in completing the survey, kindly liaise with the relevant ECD manager or support programme administrator (SPA) listed below:

DISTRICT	CONTACT PERSON	DESIGNATION	TELEPHONE NO.
Metro North	Lindsay de Kock	SPA	021 833 5483
	Branden Steenberg	SPA	021 833 5483
	Zaida van der Berg	ECD manager	021 938 3013
Metro Central	Curtly R Africa	SPA	021 514 6752
	Philiswa Ntsinde	SPA	021 514 6946
	Madeleine Siddle	ECD manager (Caretaker)	082 896 1043
Metro South	Cameron du Toit	SPA	021 370 2122
	Carly-Ann Cozyn	SPA	021 370 2017
	Carmen Niekerk	ECD manager	021 370 2004
Metro East	Luciano Brummer	SPA	021 900 7222
	Nqwenelwa Baliso	SPA	021 900 7221
	Michelle Liedemann	ECD manager	021 900 7221
West Coast	Cedric Morkel	SPA	021 860 1268
	Sally Meyer	ECD manager	021 860 1202
Cape Winelands	Hazel van Rooyen	SPA	023 348 0602
	Kaylin Steyn	SPA	023 348 0694
	Madeleine Siddle	ECD manager	023 348 4677
Overberg	Jadean Wildschut	SPA	028 214 7362
	Maylene van Eden	SPA	028 214 7360
	Lynn le Grange	ECD manager	028 214 7378
Eden and Central Karoo	Zaydene Visagie	SPA	044 803 8314
	Isabel da Silva	SPA	044 803 8314
	Lucretia Roux	ECD manager	044 803 8314

9. Principals should coordinate Annual Survey processes to ensure the accuracy of data captured and timeous completion, and sign off.
10. 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 ECD centres are reminded to acquaint themselves with their conditions for registration. Please note that adhering to the WCED's data requirements is part of these conditions, and non-compliance may lead to deregistration
12. The WCED appreciates the contribution and commitment of all education officials and we are looking forward to your continued cooperation in 2019.

SIGNED: MS ABRAHAMS

ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2019-02-22