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Enquiries: M Wiese

Knowledge and Information Management Minute: 0005/2019

To: Chief Directors, Directors (Head Office and district offices), Heads: Learner Support, and Principals of special needs education ordinary public and independent schools

Subject: 2019 Annual Survey for special needs education schools

1. The Western Cape Education Department (WCED) 2019 Annual Survey for special needs schools will be conducted on **05 September 2019**. Principals will be required to sign off on the accuracy of learner and educator data on CEMIS. The due date for learner support heads to sign off on Annual Survey data is **12 September 2019**.
2. Before signing off on CEMIS, the principal or their delegate must please ensure that the following reflect correctly on CEMIS:
 - 2.1 All learners who are registered and attending school in 2019 are in the correct grades, classes and language of learning and teaching (LoLT) category.
 - 2.2 Learner transfers (in and out) have been completed.
 - 2.3 Grade changes have been completed.
 - 2.4 Learner disability information is correct.
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 signing 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 September 2019**.
6. Hospital schools will be required to complete a hard copy of the survey. The survey will be provided to schools directly.
7. After the principal signed off on **05 September 2019**, a snapshot of all the learner and educator data will be made, and errors which remain must be resolved prior to the signing off by learner support heads on **12 September 2019**.
8. The principal, as the institutional EMIS officer, 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).
9. 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.
10. The recent Education Data Quality Audit (EDQA) conducted in Term 2 of 2018 highlighted that schools are not maintaining accurate records. Therefore, 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. Please note that adhering to the WCED's data requirements forms part of these conditions and non-compliance may lead to deregistration.
12. Should any difficulties in completing the survey arise, kindly liaise with the applicable district learner support head or information system officer listed below:

Head: Learner Support

DISTRICT	LEARNER SUPPORT HEAD	TELEPHONE NO.	EMAIL
Metro North	Carola Petersen	021 938 3063	carola.petersen@westerncape.gov.za
Metro Central	Enver Hassen	021 514 6919	enver.hassen@westerncape.gov.za
Metro South	Guilot De Klerk	021 370 2090	guilot.deklerk@westerncape.gov.za
Metro East	Thembisa France (acting)	021 900 7159	thembisa.france@westerncape.gov.za
West Coast	Abraham Arendse	021 860 1209	abre.arendse@westerncape.gov.za
Cape Winelands	Sura Swart (acting)	023 348 4660	sura.swart@westerncape.gov.za
Overberg	Annelien Crous (acting)	028 214 7399	annelien.crous@westerncape.gov.za
Eden and Central Karoo	Roger Jacobs	044 803 8351	rojacobs@westerncape.gov.za

Information system officers:

DISTRICT	CEMIS DISTRICT ADMINISTRATOR	TELEPHONE NO.	EMAIL
Metro North	Masixole Stofile Zintle Notununu	021 938 3052 021 938 3101	masixole.stofile@westerncape.gov.za zintle.notununu@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 Shamiel Abrahams	023 348 0635 023 348 0655	kevin.vaneeden@westerncape.gov.za shamiel.abrahams@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

13. The WCED appreciates the contribution and commitment of all education officials and looks forward to your continued cooperation in 2019.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2019-08-19