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Enquiries: M Wiese

Knowledge and Information Management Minute: 0001/2020

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

**Subject: 2020 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 2020.
2. The SNAP survey must be completed and signed off by the principal on CEMIS on **28 January 2020** (tenth school day).
3. Before sign-off on CEMIS, the principal must ensure the following:
  - a) All learners that are registered and attending school for 2020 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 28 January 2020, are deregistered as per the learner attendance policy. (These learners may be re-registered on CEMIS should they report for admission after 28 January 2020.)
  - c) The list of educators/practitioners on CEMIS must be updated and verified, as at 28 January 2020, and their appointment status must be confirmed.
  - d) 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, as at 28 January 2020.
  - e) Principals are reminded of their role as the institutional EMIS officers and must ensure that the information captured during the SNAP Survey is an accurate reflection of the numbers of learners and staff at the school on the day.
  - f) Principals must further ensure that the learner numbers captured for the SNAP Survey are accurate, as misrepresentation of learner numbers is considered a fraudulent activity.

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 sign-off.
6. Considering the risks associated with inaccurate enrolment data provided by schools as identified by the Internal Audit Unit, districts should randomly select a minimum of 10 per cent of schools in a circuit for head counts prior to the finalisation of the SNAP Survey results. Any variances found during the head count process must be forwarded to the school for correction.
7. The due date for the circuit managers to sign off the SNAP Survey data is **03 February 2020**. 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 Zintle Notununu	021 938 3052 021 938 3101	<a href="mailto:masixole.Stofile@westerncape.gov.za">masixole.Stofile@westerncape.gov.za</a> <a href="mailto:Zintle.Notununu@westerncape.gov.za">Zintle.Notununu@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 7305 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 Shamiel Abrahams	023 348 0635 023 348 0655	<a href="mailto:kevin.vaneeden@westerncape.gov.za">kevin.vaneeden@westerncape.gov.za</a> <a href="mailto:shamiel.abrahams@westerncape.gov.za">shamiel.abrahams@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 America Keith Zibi	044 803 8367 044 803 8346	<a href="mailto:romelda.america@westerncape.gov.za">romelda.america@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. The Directorate: Knowledge and Information Management will be monitoring the compliance, data quality and sign-off 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 is part of these conditions and non-compliance may lead to deregistration.
13. The Western Cape Education Department appreciates the contribution and the commitment of all education officials and is looking forward to your continued cooperation in 2020.

**SIGNED:** MS ABRAHAMS  
**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**  
**DATE:** 2020-01-10