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Enquiries: M Wiese

Knowledge and Information Management Minute: 0005/2020

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

Subject: 2020 WCED Annual Survey for public and independent ECD centres

1. The Western Cape Education Department (WCED) Annual Survey for Early Childhood Development (ECD) centres must be completed and signed off by the principal on CEMIS on **03 March 2020** (1st Tuesday in March). Principals will be required to sign off on the accuracy of learner and educator data on CEMIS. The due date for ECD managers to sign off on Annual Survey data is **13 March 2020**.
2. Please ensure that the following reflect correctly on CEMIS before sign off on **03 March 2020**:
 - a) All learners who are registered and attending the centre in 2020, appear in their correct grades, classes and language of learning and teaching (LoLT) category.
 - b) Learner home languages have been checked and updated.
 - c) Learner transfers (in and out) have been completed.
 - d) The list of educators/practitioners on CEMIS as well as their years of experience and grades and subjects taught during 2020 have been updated and verified (remove grades and subjects taught in previous years).
 - e) Principals must ensure that the learner numbers captured are accurate, as the misrepresentation of learner numbers is considered a fraudulent activity.
 - f) All display capture screens and error reports must be verified before the sign-off section of the survey will be available.
3. To assist with the verification of school learner and educator data, a number of error reports are available on CEMIS that will guide principals on the correctness of the existing data captured.
4. 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 (DHA). Principals are requested to assist parents, where possible, to facilitate the process through the DHA.

5. Should there be any difficulties in completing the survey, kindly liaise with the relevant ECD manager or support programme administrator (SPA) listed below:

| PUBLIC AND INDEPENDENT EARLY CHILDHOOD DEVELOPMENT CENTRES (ECD) | | | | |
|---|-----------------------|--------------------|-----------------------|---------------------------------------|
| DISTRICT | CONTACT PERSON | DESIGNATION | CONTACT NUMBER | EMAIL ADDRESS |
| CAPE WINELANDS | Jaclynn W Ambraal | SPA | 023 348 0656 | Jaclynn.Ambraal@westerncape.gov.za |
| | Ferrin S Stellenboom | SPA | 023 348 0661 | Ferrin.Stellenboom@westerncape.gov.za |
| | Denise Wesso | ECD Manager | 023 348 4653 | Denise.Wesso@westerncape.gov.za |
| EDEN CENTRAL KAROO | Royston Booysen | SPA | 044 803 8314 | Royston.Booyesen@westerncape.gov.za |
| | Isabel Da Silva | SPA | 044 803 8314 | Isabel.DeSilva@westerncape.gov.za |
| | Lucretia Roux | ECD Manager | 044 803 8335 | Lucretia.Roux@westerncape.gov.za |
| METRO CENTRAL | Curtly R Africa | SPA | 021 514 6752 | Curtly.Africa@westerncape.gov.za |
| | Yondela Mbalo | SPA | 021 514 6946 | Yondela.Mbalo@westerncape.gov.za |
| | Vacant | ECD Manager | | |
| METRO EAST | Luciano Brummer | SPA | 021 900 7099 | Luciano.Brummer@westerncape.gov.za |
| | Sisipho Mbananga | SPA | 021 900 7221 | Sisipho.Mbananga@westerncape.gov.za |
| | Michelle Liedemann | ECD Manager | 021 900 7221 | Michele.Liedeman@westerncape.gov.za |
| METRO NORTH | Lindsay De Kock | SPA | 021 833 5483 | Lindsay.DeKock@westerncape.gov.za |
| | Zane Ackerman | SPA | 021 833 5483 | Zane.Ackerman@westerncape.gov.za |
| | Zaida Van Der Berg | ECD Manager | 021 938 3013 | Zaida.vanderBerg@westerncape.gov.za |
| METRO SOUTH | Zaakirah Brown | SPA | 021 370 2017 | Zaakirah.Brown@westerncape.gov.za |
| | Jodie A Paulsen | SPA | 021 370 2122 | Jodie.Paulsen@westerncape.gov.za |
| | Carmen Niekerk | ECD Manager | 021 370 2004 | Carmen.Niekerk@westerncape.gov.za |
| OVERBERG | Jadean Wildschut | SPA | 028 214 7422 | Jadean.Wildschut@westerncape.gov.za |
| | Thato Raphoto | SPA | 028 214 7330 | Thato.Raphoto@westerncape.gov.za |
| | Lynn le Grange | ECD Manager | 028 214 7378 | Lynn.LeGrange@westerncape.gov.za |
| WEST COAST | Garen Petersen | SPA | 021 860 1268 | Garen.Petersen@westerncape.gov.za |
| | Keziah Roelf | SPA | 021 860 1269 | keziah.roelf@westerncape.gov.za |
| | Sally Meyer | ECD Manager | 021 860 1202 | Sally.Meyer@westerncape.gov.za |

6. Principals should coordinate Annual Survey processes to ensure the accuracy of data captured and timeous completion, and sign off.
7. The Directorate: Knowledge and Information Management 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.

8. 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.
9. The WCED appreciates the contribution and commitment of all education officials and looks forward to your continued cooperation in 2020.

SIGNED: MS ABRAHAMS

ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-02-14