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Enquiries: M Wiese

Knowledge and Information Management Minute: 0006/2020

To: Chief Directors, Directors (Head Office and district offices), Heads: Learner Support, Heads: Management and Governance, Provincial Programme Managers and Principals of public and independent special schools.

Subject: 2020 Annual Survey for public and independent special schools

1. The Western Cape Education Department (WCED) 2020 Annual Survey for Public and Independent Special Schools will be conducted on **03 September 2020**. Principals will be required to sign off on the accuracy of learner and educator data on CEMIS. The due date for Provincial Programme Managers and Management and Governance officials to sign off on Annual Survey data is **14 September 2020**.
2. Before signing off on CEMIS, the principal or their delegate must please ensure that the following information reflects correctly on CEMIS:
 - 2.1 All learners who are registered and attending school in 2020 are in the correct grades, classes and language of learning and teaching 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 2020 (remove grades and subjects taught in previous years if not applicable to the educator's 2020 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 **03 September 2020**.
6. Hospital schools will be required to complete a hard copy of the survey and submit to Mr Chasfred Ahrends, 18th Floor, Golden Acre Building, Cape Town. The survey will be provided to schools directly.
7. The principal, as the institutional Education Management Information System(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's 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 number (ID) 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. 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.
10. 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.
11. Should any difficulties in completing the survey arise, kindly liaise with the applicable district learner support head or information system officer listed below:

Provincial Programme Managers: Special Schools

SCHOOLS/CENTRES	PROGRAMME MANAGER	TELEPHONE NO.	EMAIL
Youth Care Centres, Blind, Hospital Schools	Chasfred Ahrends	021 467 2426	Chasfred.Ahrends@westerncape.gov.za
Severe Intellectual Disability	Dheena Achary	021 467 2122	Dheena.Achary@westerncape.gov.za
Specific Learning Disability, Physical Disability, Cerebral Palsy	Michael Heine	021 467 9288	Michael.Heine@westerncape.gov.za
Autism/Deaf	Minna Steyn	021 467 2223	Minna.Steyn@westerncape.gov.za
Schools of Skills	Rhoda Manuel	021 467 2227	Rhoda.Manuel@westerncape.gov.za

Management and Governance & Planning Officials: Independent Special Schools

CONTACT PERSON	TELEPHONE NO.	EMAIL
Nazli Domingo-Salie	021 467 2235	Nazli.Domingo-Salie@westerncape.gov.za
Jerry Mofoka	021 467 2050	Jerry.Mofoka@westerncape.gov.za
Wayne Blauw	021 467 2557	Wayne.Blauw@westerncape.gov.za
William Jantjies	021 467 2748	William.Jantjies@westerncape.gov.za

Information System Officers

DISTRICT	CEMIS DISTRICT ADMINISTRATOR	TELEPHONE NO.	EMAIL
Metro North	Masixole Stofile	021 938 3052	masixole.stofile@westerncape.gov.za
	Zintle Notununu	021 938 3101	zintle.notununu@westerncape.gov.za
Metro Central	Anita McGrath	021 514 6751	anita.mcgrath@westerncape.gov.za
	Tercia Southgate	021 514 6737	tercia.southgate@westerncape.gov.za
Metro South	Anastasia Rose	021 370 2120	anastasia.rose@westerncape.gov.za
	Sive Jara	021 370 2106	sive.jara@westerncape.gov.za
Metro East	Buseka Ndinisa	021 900 7053	buseka.ndinisa@westerncape.gov.za
	Thembeke Dlamini	021 900 7011	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
	Shamiel Abrahams	023 348 0655	shamiel.abrahams@westerncape.gov.za
Overberg	Suzanne Braaf	028 214 7411	suzanne.braaf@westerncape.gov.za
Eden and Central Karoo	Romelda Booysen	044 803 8367	romelda.booysen@westerncape.gov.za
	Keith Zibi	044 803 8346	keith.zibi@westerncape.gov.za

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

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-08-25