



Western Cape
Government

Education

EARLY CHILDHOOD DEVELOPMENT STANDARD OPERATING GUIDE (SOP) FOCUSING ON EDUCATOR QUALIFICATIONS





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HEAD OFFICE SUPPORT DETAILS

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CHAPTER 1

Getting Started



CEMIS users are kindly requested to use the following CEMIS browsers for optimal usage of the system. Please use the Internet Explorer when accessing CEMIS.

Internet Explorer	Correct Browser for CEMIS	
Google Chrome	Incorrect	
Mozilla Firefox	Incorrect	
Opera	Incorrect	

How to connect to the Centralized Education Management and Information System (CEMIS) website

Instructions

1.1.1 Open your Internet Browser

1.1.2 Type in the CEMIS website address - <https://cemis.westerncape.gov.za/pls/cemis>

The screenshot shows a web browser window with the address bar containing the URL <https://cemis.westerncape.gov.za/pls/cemis>. The browser displays the MyGov website, which includes a search bar and a navigation menu with links for Home, Services, News, Departments, Documents, Systems, About WCG, and Contact us. A prominent banner at the bottom of the page features the text "STAY SAFE MOVE FORWARD" and "Take our self-assessment Test".



1.1.3 Press the “ENTER” key on the keyboard or click on the “GO” icon in the address bar.

1.1.4 The following login screen will appear.

Western Cape
Education Department
CEMIS
Central Education Management Information System

LOGIN

Username/Emis NUMBER:

Password/Pin:

SUBMIT

[Forgot your Password](#)

1.1.5 Type in your “Username”, this will be the Emis number assigned to the school.

1.1.6 Press the “Tab” button on your keyboard or click in the password textbox field using the mouse.

1.1.7 Type in your “Password”.

1.1.8 Click on the “Submit” button.

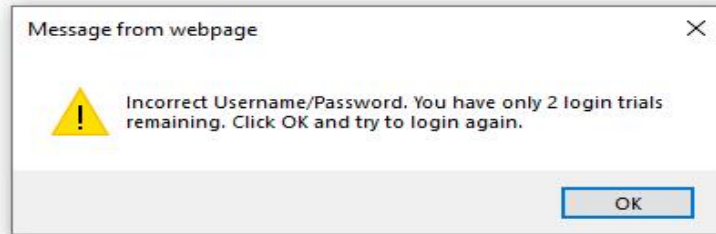
1.1.9 If you typed in the wrong “Username/EMIS number”, the following screen will appear. If this happens, then click on the “Go Back to Login Screen” button and try again.

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CEMIS
Central Education Management Information System

Invalid Username - User does not exist. Please click the button below to go back to the Login Screen and retry.

GO BACK TO LOGIN SCREEN...

1.1.10 If you type in the incorrect password, the following screen will appear.



Exercise caution as the system will automatically suspend your account after 3 unsuccessful attempts. If this happens, you would have to contact the "System Administrator" to reset your password



The notifications are the noticeboards for principals and administrators to keep track of upcoming requirements.

Dear Principal / CEMIS Administrator

Kindly note the following important notices:

Please note, the Cemis support contact details has been updated. [Click here](#) for any queries regarding specific capture screens.

1. 2021 SNAP SURVEY FOR PUBLIC AND INDEPENDENT ORDINARY SCHOOLS

The SNAP survey is available on CEMIS. Principals must ensure the completeness of the CEMIS data and that the survey is concluded and signed off by **26 February 2021**. Please note the sign off can only take place on 26 February 2021.

SNAP SURVEY SIGN OFF - **9 DAY(S)**

Note posted: 12 February 2021

2. CAPTURING OF PLANNED ENROLMENT ON THE ADMISSIONS WEBSITE POSTPONED

Please be advised that the capturing of Planned Enrolment on the admissions website is postponed and can be completed between 1 – 5 March 2021. This will allow schools more time to assess and project learner numbers for 2022 once the majority of learners have returned after the 10th school day.

Note posted: 10 February 2021

3. TRANSFER PAYMENTS

The January 2020 to December 2020 transfer payments is available under the Administration menu option.

Note posted: 8 February 2021

4. SCHOOL SELF EVALUATION SURVEY

[Click here](#) to view the memo.

Please take note of the following due dates:

- The online SSE system will go live on **16 November 2020**
- Due date for sign off of draft SIP: **27 November 2020**
- Due date for sign off of final SIP: **19 February 2021**
- Final SDP sign off: **30 April 2021**

Note posted: 14 October 2020

5. CONFIRMATION OF GENERAL INFORMATION

In a bid to ensure that official communications reach you timeously, we kindly request your co-operation to ensure that the details reflected on CEMIS are correct.

Kindly peruse the details under the following menu and effect changes, if required, as per the custom protocol:

- Administration
 - [General Information](#)

Note posted: 9 January 2020

1.1.12 On the landing page, please take note of any due dates before you click on the "PROCEED" button at the bottom of the page. After clicking the "PROCEED" button, you are then ready to use the system in order to do your various transactions.



2.1.3 Click on the qualifications Tab



Please exercise caution when selecting a educator/practitioners qualification

FUNCTION: EDUCATOR INFORMATION 2021

PERSONAL-DETAILS | **QUALIFICATIONS-GRADES** | LANGUAGES | SUBJECTS | MY-COMPLETE-DETAILS

Please ensure that the Educator Details, Qualifications, Grades and Subjects Screens are updated with the 2021 (current) information only.

CAPTURE QUALIFICATIONS WHICH YOU HAVE ACHIEVED

PLEASE SELECT QUALIFICATION...

If other, please specify

LIST OF CAPTURED QUALIFICATIONS

#	QUALIFICATION
1	HIGHER CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT LEVEL 5
2	OTHER HIGHER CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT LEVEL 5

Please note CEMIS currently have **36** different qualification types listed

2.2 If an educator does not display on your list of educators

2.2.1 Hover over the Educator Information Screen



2.2.2 Click on Add or Capture a new educator

2.2.2.1 Capture one of the 3 listed requirements and complete the educator form

FUNCTION: EDUCATOR INFORMATION 2021 LOGIN

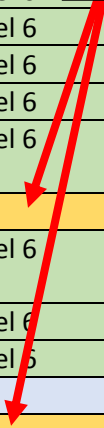
EDUCATOR LOGIN PAGE

PERSAL NUMBER ID NUMBER PASSPORT NUMBER

THE HIGHEST QUALIFICATION COMPLETED AND ACHIEVED MUST BE ENTERED ON CEMIS:

HIGHEST QUALIFICATION <i>(PLEASE NOTE: THE HIGHEST QUALIFICATION COMPLETED AND ACHIEVED IS THE ONE THAT NEEDS TO BE ENTERED ON CEMIS)</i>	LEVEL
ABET PRACTITIONER CERTIFICATE	Level 4
ABET PRACTITIONER DIPLOMA	Level 4
ADVANCED CERTIFICATE IN EDUCATION	Above Level 6
BASIC CERTIFICATE:EARLY CHILDHOOD DEVELOPMENT LEVEL 1	Level 1
COMPLETED APPRENTICESHIP /PASSED TRADE TEST(N2 + Practicals)	Level 4
DIPLOMA IN SPECIALIZED EDUCATION (FOR EXAMPLE, FOR SIGN LANGUAGE, REMEDIAL EDUCATION, BLIND AND VISUAL)	Above Level 6
DOCTORS DEGREE	Above Level 6
FOUR-YEAR BACHELOR OF TECHNOLOGY DEGREE	Above Level 6
FOUR-YEAR BACHELOR DEGREE	Above Level 6
FOUR-YEAR HIGHER DIPLOMA IN EDUCATION	Above Level 6
FOUR-YEAR NATIONAL HIGHER DIPLOMA	Above Level 6
FOUR-YEAR PROFESSIONAL TEACHING DEGREE	Above Level 6
FURTHER DILPOMA IN EDUCATION	Above Level 6
FURTHER EDUCATION AND TRAINING CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT	Above Level 6
HIGHER CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT LEVEL 5	Level 5
HIDHER DIPOMA IN EDUCATION(POST-GRADUATE)/POST-GRADUATE CERTIFICATE IN EDUCATION	Above Level 6
HONOURS DEGREE(INCLUDING AN OLD ONE -YEAR B ED/BED HONOURS)	Above Level 6
MASTER'S DEGREE	Above Level 5
NATIONAL CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT LEVEL 4	Level 4
NATIONAL DIPLOMA:EARLY CHILDHOOD LEVEL 5	Level 5
NATIONAL N3 TO N6 CERTIFICATES(NO PRACTICALS)	Level 4
NATIONAL N6 DIPLOMA(PRACTICALS)	Level 4
ONE-YEAR HIGHER DIPLOMA IN EDUCATION	Level 6
ONE-YEAR NATIONAL HIGHER DIPLOMA /BACHELOR OF TECHNOLOGY (EDUACTION MANAGEMENT /OTHER SPECIALIZATION)	Level 6
ONE-YEAR POST-PROFESSIONAL TEACHERS CERTIFICATE(WITH SPECIALIZATION)	Above Level 6
OTHER	OTHER
PARTIALLY COMPLETED FIRST BACHELOR DEGREE	Level 6
POST-GRADUATE DIPLOMA(OTHER THAN HDE POST- GRADUATE)	Above Level 6
S1 OR S2 CERTIFICATES	Level 4
T1 -T4 CERTIFICATES	Above Level 6
T3 DIPLOMA	Above Level 6
T4 HIGHER DIPLOMA	Above Level 6
THREE-YEAR BACHELORDEGREE	Above Level 6
THREE-YEAR NATIONAL DIPLOMA	Level 6
THREE-YEAR TEACHER DIPLOMA /NATIONAL PROFESSIONAL DIPLOMA IN EDUCATION	Level 6
TWO-YEAR TEACHER CERTIFICATE	Level 5

Both Qualifications are NQF Level 5



All evidence of qualifications must be on file at school level. The accuracy of the qualification placed on CEMIS will be audited and requested by the district office.