



Reference: 20210126-647
File no.: 12/2/10/3
Enquiries: M Wiese

Knowledge and Information Management Minute: 0004/2021

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

Subject: 2021 Western Cape Education Department (WCED) Annual School Survey (ASS) for public and independent Early Childhood Development (ECD) centres

1. The ASS must be completed and signed off by the principal on CEMIS on **02 March 2021** (1st Tuesday in March). Principals will be required to sign off on the accuracy of learner and staff data on CEMIS. The due date for ECD managers to sign off on the ASS data is **08 March 2021**.
2. Before the sign-off on CEMIS, the principal must ensure the following:
 - a) All learners who are registered and attending the centre in 2021 appear in their correct grades, classes and language of learning and teaching category on CEMIS.
 - b) Learner home languages have been checked and updated.
 - c) Learner transfers (in and out) have been completed.
 - d) Deceased learners are deregistered and the "date deceased" recorded as indicated on the death certificate.
 - e) The list of educators/practitioners on CEMIS has been updated and verified. The years of experience, grades and subjects taught during 2021 have also been updated. Remove grades and subjects taught in previous years, if not applicable to the educator's 2021 workload.
 - f) All display and capture screens and error reports must be verified before the sign-off section of the survey will be available.
 - g) Principals must further ensure that the learner numbers captured for the ASS are accurate, as misrepresentation of learner numbers is considered a fraudulent activity.
3. To assist with the verification of school's learner and educator data, a number of error reports are available which will provide guidance on the correctness of the existing data captured on CEMIS.

4. 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 the parents on the process of applying for an ID at the Department of Home Affairs (DHA). Principals are requested to assist the 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:

DISTRICT	DISTRICT OFFICIAL	DESIGNATION	TELEPHONE NO.	EMAIL
CAPE WINELANDS	Jaclynn Ambraal	SPA	023 348 0656	jaclynn.ambraal@westerncape.gov.za
	Ferrin 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	Isabel Da Silva	SPA	044 803 8314	Isabel.DeSilva@westerncape.gov.za
	Lauren Ohlson	SPA	044 803 8352	Lauren.Ohlson2@westerncape.gov.za
	Lucretia Roux	ECD MANAGER	044 803 8335	lucretia.Roux@westerncape.gov.za
METRO CENTRAL	Saar-rah Sedan	SPA	021 514 6946	saar-rah.sedan@westerncape.gov.za
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	Vacant	ECD MANAGER		
METRO EAST	Luciano Brummer	SPA	021 900 7099	Luciano.Brummer@westerncape.gov.za
	Jill Adriaanse	SPA	021 900 7222	Jill.Adriaanse@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
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METRO SOUTH	Zaakirah Brown	SPA	021 370 2017	zaakirah.brown@westerncape.gov.za
	Oswald Robertson	SPA	021 370 2122	oswald.robertson@westerncape.gov.za
	Vacant	ECD MANAGER		
OVERBERG	Elicia Julies	SPA	028 214 7384	Elicia.Julies@westerncape.gov.za
	Thato Raphoto	SPA	028 214 7381	Thato.Raphoto@westerncape.gov.za
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WEST COAST	Cheslyn Fiona Jansen	SPA	021 860 1269	Sally.Meyer@westerncape.gov.za
	Arnold Jonty Afrika	SPA	021 860 1268	
	Sally Meyer	ECD MANAGER	021 860 1202	

6. The quality of the Education Management Information System (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 ASS processes to ensure the accuracy of data captured, timeous completion and then sign off accordingly.
7. The Directorate: Knowledge and Information Management will be monitoring compliance and the data quality of all ASS 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. Note that adhering to the WCED's data requirements forms 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 2021.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2021-02-10