



File no.: 20220920-6860

Reference: 14/2/4/SNAP Survey

Knowledge and Information Management Minute: 0001/2023

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

**Subject: 2023 Western Cape Education Department (WCED) 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 2023.
2. The SNAP survey must be completed and signed off by the principal on CEMIS on **31 January 2023** (tenth school day).
3. Before sign-off on CEMIS, the principal must ensure the following:
  - a) All learners that are registered and attending school in 2023 must appear in their correct grade and class on CEMIS.
  - b) Any learners who were expected to return but did not arrive at the school to take up enrolment by 31 January 2023, are deregistered as per the learner attendance policy. (These learners may be re-registered on CEMIS should they report for admission after 31 January 2023.)
  - c) Deceased learners are deregistered and the "date deceased" recorded as indicated on the death certificate.
  - d) The list of educators/practitioners on CEMIS must be updated and verified, as on 31 January 2023, and their appointment status must be confirmed.
  - e) 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 on 31 January 2023.
  - f) Principals are reminded of their roles as institutional Education Management Information System (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 schools on the day.

- g) 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, several error reports are available which will guide schools on the correctness of the existing data captured on CEMIS. Kindly ensure that all errors as displayed by these reports are resolved prior to sign-off. The quality of EMIS data will be linked to norms and standards transfer payments.
  5. The principal, as the institutional 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 EMIS data business process must be recorded to ensure accountability for data accuracy, as the information is auditable.
  6. The due date for the circuit managers to sign off the SNAP survey data is **07 February 2023**. The circuit managers will be required to monitor the progress and will not be able to sign off on the survey data sets if there are still errors remaining and where principals have not signed off their SNAP surveys.
  7. A CEMIS report is available to identify learners without identity document (ID) numbers and to facilitate the capturing of missing ID numbers. Should a learner not be in possession of a valid ID number, please advise the parent of the process of applying for it at the Department of Home Affairs (DHA). Principals are reminded of Circular 0053/2021, dated 09 March 2022, on the admission of undocumented South African or foreign learners and are requested to assist parents and, where possible, to facilitate the process through the DHA.
  8. Should you experience technical difficulties while completing the SNAP survey, please contact the Schools IT Services Desk at 021 834 4690 or [SchoolsIT.Servicesdesk@westerncape.gov.za](mailto:SchoolsIT.Servicesdesk@westerncape.gov.za).
  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	Siviwe Mdelo	021 938 3052	<a href="mailto:Siviwe.Mdelo@westerncape.gov.za">Siviwe.Mdelo@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 Kinnear Masixole Stofile	021 370 2120 021 370 2106	<a href="mailto:Anastasia.Kinnear@westerncape.gov.za">Anastasia.Kinnear@westerncape.gov.za</a> <a href="mailto:Masixole.Stofile@westerncape.gov.za">Masixole.Stofile@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	Kurt Lewis	021 860 1596	<a href="mailto:Kurt.Lewis@westerncape.gov.za">Kurt.Lewis@westerncape.gov.za</a>
Cape Winelands	Kevin van Eeden	023 348 0635	<a href="mailto:Kevin.vanEeden@westerncape.gov.za">Kevin.vanEeden@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 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.
11. 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.
12. The WCED appreciates the contribution and the commitment of all education officials and is looking forward to your continued cooperation in 2023.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2023-01-17