



File no.: 14/2/4/ASS Survey
Reference: 20231121-29

Knowledge and Information Management Minute: 0003/2024

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

Subject: 2024 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 **05 March 2024** (first 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 **12 March 2023**.
2. Before the sign-off on CEMIS, the principal must ensure the following:
 - a) All learners who are registered and attending the centre in 2024 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 which are taught during 2024 have also been updated. Remove grades and subjects taught in previous years, if not applicable to the educator's/practitioner's 2024 workload.
 - f) All display and capture screens as well as error reports must be verified before the sign-off section of the survey will be available.
 - g) Principals are reminded of their role as institutional Education Management Information Systems (EMIS) officers and must ensure that the information captured during the ASS is an accurate reflection of the numbers of learners and staff, at the school, on the day.
 - h) 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 the ECD's learner and staff 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 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 an identity document 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.
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	Tel. no.	Email
Cape Winelands	Megan Shoyer	SPA	023 348 4656	Meagan.Shoyer@westerncape.gov.za
	Egan Van Wyk	SPA	023 348 4600	Egan.VanWyk@westerncape.gov.za
	Sophia Kariem	Acting ECD manager	023 348 4611	Sophia.Kariem@westerncape.gov.za
Eden Central/ Karoo	Denica Booysen	SPA	044 803 8337	Denica.Booyesen@westerncape.gov.za
	Mkhuseli Mqamelo	SPA	044 803 8314	Mkhuseli Mqamelo@westerncape.gov.za
	Lucretia Roux	ECD manager	044 803 8335	Lucretia.Roux@westerncape.gov.za
Metro Central	Saar-rah Sedan	SPA	021 5146946	Saar-rah.Sedan@westerncape.gov.za
	Unathi Mazwana	SPA	021 514 6726	Unathi.Mazwana@westerncape.gov.za
	Zaahier Jacobs	Acting ECD manager	021 514 6766	Zaahier.Jacobs@westerncape.gov.za
Metro East	Donna Lee Arnolds	SPA	021 900 7222	Donna-lee.Arnold@westerncape.gov.za
	Brittany Kardinal	SPA	021 900 7099	Brittany.Kardinal@westerncape.gov.za
	Michelle Liedemann	ECD manager	021 900 7221	Michele.Liedeman@westerncape.gov.za
Metro North	Tracey-lee Arendorf	SPA	021 938 3013	Tracey-Lee.Arendorf@westerncape.gov.za
	Jaydene Alexander	SPA	021 938 3013	Jaydene.Alexander@westerncape.gov.za
	Owen Weeder	Acting ECD manager	021 938 3174	Owen.Weeder@westerncape.gov.za
Metro South	Loren Andries	SPA	021 374 4107	Loren.Andries@westerncape.gov.za
	Enrico Dankers	SPA	021 374 4108	Enrico.Dankers@westerncape.gov.za
	Vacant	ECD manager		
Overberg	Andrew-Paul Theunis	SPA	028 214 7300	Andrew-Paul.Theunis@westerncape.gov.za
	Janice Adams	SPA	028 214 7300	Janice.Adams@westerncape.gov.za
	Simon Speelman	Acting ECD manager	028 214 7335	Simon.Speelman@westerncape.gov.za
West Coast	Brene Simons	SPA	021 860 1200	Brene.Simons@westerncape.gov.za
	Darren De Goede	SPA	021 860 1268	Darren.DeGoede@westerncape.gov.za
	Sally Meyer	ECD manager	021 860 1201	Sally.Meyer@westerncape.gov.za

6. The quality of the 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 2024.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2023-12-12