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Knowledge and Information Management Minute: 0004/2024

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

**Subject: 2024 SNAP Survey for public and independent special schools**

1. The Western Cape Education Department (WCED) SNAP Survey for special schools will be conducted on **05 March 2024**.
2. Principals will be required to sign off on the accuracy of learner and staff data on CEMIS. The due date for Provincial Programme Managers, Heads: Management and Governance and Planning officials to sign off on the SNAP Survey data is **12 March 2024**.
3. Before signing off on CEMIS, the principal or their delegate must ensure that the following information reflects correctly on CEMIS:
  - a) All learners who are registered and attending school in 2024 appear in their correct grades, classes and language of learning and teaching category.
  - b) Learner transfers (in and out) have been completed.
  - c) Deceased learners are deregistered and the "date deceased" recorded as indicated on the death certificate.
  - d) Grade changes have been completed.
  - e) Subject changes have been completed.
4. The principal or their delegate must also ensure that the list of educators on CEMIS is updated and verified, as well as the years of experience, grades and subjects which are taught during 2024. Remove grades and subjects taught in previous years if not applicable to the educator's 2024 workload.
5. To assist with the verification of learner and educator data, a number of error reports are available to guide and ensure that the existing data captured on CEMIS is correct. Kindly ensure that all errors, as displayed by these reports, are resolved prior to sign off.

6. The sign-off section of the survey must be completed as acknowledgement that the data has been verified and is an accurate reflection of the learner enrolment and number of staff members on **05 March 2024**.
7. As the institutional Education Management Information Systems (EMIS) officer, the principal 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 by auditors. The school's EMIS data business process must be recorded to ensure accountability for data accuracy, as the information is auditable.
8. A CEMIS report is available to identify learners without identity document (ID) numbers and to facilitate the capturing of missing ID numbers. DO NOT capture an invalid ID number if a learner is not in possession of a valid ID number. Please advise parents on the process of applying for an ID 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, where possible, to facilitate the process through the DHA.
9. The Directorate: Knowledge and Information Management will be monitoring compliance and the data quality of all SNAP Survey submissions and will report any instances of non-compliance, discrepancies and data deficiencies to the Head of Education.
10. Should you experience technical difficulties while completing the SNAP Survey, please contact the Schools IT Services Desk at 021 834 4690 or [SchoolsIT.Servicedesk@westerncape.gov.za](mailto:SchoolsIT.Servicedesk@westerncape.gov.za)
11. Independent special schools are reminded to acquaint themselves with their conditions for registration. Please note that adhering to the WCED's data requirements is part of these conditions and non-compliance may lead to deregistration.
12. If you find it difficult to complete the survey, kindly liaise with the relevant circuit manager or district official listed below:

## Provincial Programme Managers: Public special schools

Schools/centres	Programme manager	Tel. no.	Email
Hospital schools	Rhoda Manuel	021 467 2227	<a href="mailto:Rhoda.Manuel@westerncape.gov.za">Rhoda.Manuel@westerncape.gov.za</a>
Severe intellectual disability	Dheena Achary	021 467 2122	<a href="mailto:Dheena.Achary@westerncape.gov.za">Dheena.Achary@westerncape.gov.za</a>
Specific learning disability, physical disability, cerebral palsy/blind	Michael Heine	021 467 9288	<a href="mailto:Michael.Heine@westerncape.gov.za">Michael.Heine@westerncape.gov.za</a>
Autism	Denville Dawson	021 467 2223	<a href="mailto:Denville.Dawson@westerncape.gov.za">Denville.Dawson@westerncape.gov.za</a>
Deaf	Joeline McKerry	021 467 2227	<a href="mailto:Joeline.McKerry@westerncape.gov.za">Joeline.McKerry@westerncape.gov.za</a>
Schools of Skills	Zola Ndiki	021 467 2223	<a href="mailto:Zola.Ndika@westerncape.gov.za">Zola.Ndika@westerncape.gov.za</a>

## Management and Governance and Planning officials: Independent special schools

Contact person	Tel. no.	Email
Jerry Mofoka	021 467 2050	<a href="mailto:Jerry.Mofoka@westerncape.gov.za">Jerry.Mofoka@westerncape.gov.za</a>
Kubeshini Govender	021 467 2548	<a href="mailto:Kubeshini.Govender@westerncape.gov.za">Kubeshini.Govender@westerncape.gov.za</a>
Ghalid Jacobs	021 467 2582	<a href="mailto:Ghalid.Jacobs@westerncape.gov.za">Ghalid.Jacobs@westerncape.gov.za</a>

## Information system officers

District	District CEMIS administrator	Tel. 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 021 938 3052	<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 7053 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 1202	<a href="mailto:Kurt.Lewis@westerncape.gov.za">Kurt.Lewis@westerncape.gov.za</a>
Cape Winelands	Kevin van Eeden	023 348 0635 023 348 0661	<a href="mailto:Kevin.Vaneeden@westerncape.gov.za">Kevin.Vaneeden@westerncape.gov.za</a> <a href="mailto:Ferrin.Stellenboom@westerncape.gov.za">Ferrin.Stellenboom@westerncape.gov.za</a>

	Ferrin Stellenboom		
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>

13. The WCED appreciates the contribution and commitment of all education officials, and we are looking forward to your continued cooperation in 2024.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2023-12-12