

Western Cape Education Department

Promotion of Access to Information Act (PAIA)

Automatically available records as per the approved PAIA Manual

1. Categories of records of the Western Cape Education Department which are available without a person having to request access

The following records are available for inspection in terms of section 15(1)(a)(i) and copying in terms of section 15(1)(a)(ii).

Documents that are available for download from the WCED Website at wcedonline.westerncape.gov.za free of charge in terms of section 15(1)(a)(iii) are marked with an asterisk.

The following records are available for inspection in terms of section 15(1)(a)(i) and copying in terms of section 15(1)(a)(ii).

Description of categories of records automatically available in terms of section 15(1)(a)(i) of the Promotion of Access to Information Act, 2000	Manner of access to recorded (these records are either available for inspection or can be obtained by paying a prescribed fee) between 08:00 and 15:45
(a) LOGIS annual statements and reports (b) Tender documents and quotations (c) Sourcelink documents - advertisements (d) Tender documents (e) Tender Bulletins	Directorate: Supply Chain Management
(f) Remittance register (g) Files (excluding confidential and personal information) (h) WCED circulars and minutes*	Directorate: Knowledge and Information Management (General Registry)
(i) Employment equity plan (j) Training records	Directorate: Strategic People Management
(k) Financial records of expenditure	Directorate: Management Accounting

Description of categories of records automatically available for copying or purchasing in terms of Section 15(1)(a)(ii)	Manner of Access to Records (these records are either available for inspection or can be obtained by paying a prescribed fee) between 08:00 and 15:45
(a) Inspection reports (could be requested by institution that has been inspected)	Directorate: Financial Accounting
(b) Schedules of amounts that have been deducted from an individual's salaries and paid over to outside organisations (Only the personal and organisations concerned may request it.)	Directorate: Examinations

Description of categories of records automatically available for copying or purchasing in terms of Section 15(1)(a)(ii)	Manner of Access to Records (these records are either available for inspection or can be obtained by paying a prescribed fee) between 08:00 and 15:45
(c) Curriculum Policy Statements*	Directorate: Curriculum GET and FET
(d) Manuals on school matters (e) Information on boarding and transport bursaries	Directorate: Institution Management and Governance
(f) Workplace skills plan (g) Equity plan	Directorate: People Development Practices
(h) Course material*	Copies of these records may be obtained, on payment of the prescribed fee, from the Cape Teaching and Leadership Institute, (CTLI) Private Bag X14, Kuilsriver 7580
(i) Annual reports (WCED)*	Copies of these records may be obtained, from the Directorate: Communication
(j) Child abuse policy and protocol*	Copies of these records may be obtained, from the Directorate: Communication
(k) Policy documents (WCED)* (published with the relevant circular)	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Policy Co-ordination
(l) Vacancy lists*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection
(m) Establishments/Organograms of WCED educational institutions and offices*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection
(o) Edumedia catalogue*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Edumedia, 3 Station Road, Mowbray
(p) Edulis catalogues	Copies of these records may be obtained, on payment of the prescribed fee, from the Cape Teaching and Leadership Institute, (CTLI) Private Bag X14, Kuilsriver 7580
(q) Educational video material*U	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET and Directorate eLearning
(r) Home schooling information*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools)
(s) Assessment policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management
(t) Curriculum: Policy*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET
(u) List of prescribed books*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET
(v) Strategic plan*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication
(w) Annual Performance Plan*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication
(x) Departmental forms*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication

Description of category of records automatically available free of charge in terms of Section 15(1)(a)(iii)	Manner of access to records (these records are either available for inspection or can be obtained by paying a prescribed fee) between 08:00 and 15:45
(a) Particulars of auditors of schools (b) Statistics about the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	Copies of these records are available free of charge from the Directorate: Institutional Management and Governance
(c) Examination results (first publication only)* (d) Senior Certificate: Full-time candidates (original copy only) (e) Examination directives	Copies of these records are available free of charge from the Directorate: Examinations Administration
(f) Disposal certificate (VA27 and 28) of used, obsolete, redundant and unserviceable items (g) Comparative schedule of tenders received.	Copies of these records are available free of charge from the Directorate: Supply Chain Management
(h) Tenders: Learner Transport Schemes (i) Approved suppliers' list of learner support material (institutional resource support) (j) Provisioning recording certificates (VA12) of offices, schools, centres and Head Office	Copies of these records are available free of charge from the Directorate: Institutional Resource Support
(k) Proof of payment to suppliers (l) Registration documents as supplier of learner support material	Copies of these records are available free of charge from the Directorate: Institutional Resource Support
(m) Expenses of learner support material	Copies of these records are available free of charge from the Directorate: Institutional Resource Support
(n) Reports of losses about burglaries, fires and vandalism at institutions	Copies of these records are available free of charge from the Directorate: Physical Resources Planning
(o) Payment data on municipal services provided to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	Copies of these records are available free of charge from the Directorate: Management Accounting
(p) Information on schools for learners with special educational needs (q) Specialised learner and educator support (r) Gender equity pamphlets (s) Gender equity posters (t) Diversity posters (u) Anti-violence posters (v) Human resource development newsletter (w) Employment equity advocacy material	Copies of these records are available free of charge from the Directorate: Specialised Education Copies of these records are available free of charge from the Directorate: Strategic People Management
(x) Manual: Maintenance of buildings and sites (y) Scheduled maintenance (z) Capital works	Copies of these records are available free of charge from the Directorate: Physical Resources Planning

(aa)	Appointment of employees (educators and public servants) (excluding confidential and personal information)	Copies of these records are available free of charge from the Directorate: Recruitment and Selection
(bb)	Retirement of employees	Copies of these records are available free of charge from the Directorate: Service Benefits, Grand Central Towers
(cc)	Conditions of service and benefits of employees	
(dd)	Resolutions of bargaining councils	
(ee)	Information about leave (Only the persons and organisations that have an interest may request it)	
(ff)	Promotion requirements	
(hh)	Resolutions of bargaining councils	Copies of these records are available free of charge from the Directorate: Employee Relations
(ii)	Promotion requirements	Copies of these records are available free of charge from the Directorate: Recruitment and Selection
(jj)	Senior Certificate requirements	Copies of these records are available free of charge from the Directorate: Examinations Administration
(kk)	General Education & Training certificate information	
(mm)	List of WCED schools for purpose of finding placement.*	This information is obtainable by accessing the Find-A-School
(nn)	List of schools listed by subject offerings.*	
(oo)	Mailing list for all educational institutions registered with the WCED*	
(pp)	Information on the progress of an application to any public schools registered with the WCED.*	