COLLEGE EMIS NUMBER									

higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ANNUAL SURVEY
PRIVATE FURTHER EDUCATION AND TRAINING (FET) COLLEGE
2010 DRAFT

LEGAL NAME OF COLLEGE

ALL INFORMATION TO BE PROVIDED AS AT 02 MARCH 2010.

Date of return of electronic dataset: 30 APRIL 2010 to Directorate: Private FET Colleges

The Annual Survey for Colleges is the most important source of information regarding the situation at your college. The information collected will contribute to the Education Management Information System (EMIS) nationally and will be of value for the quality assurance of education and training delivery.

DECLARATION

I, ……., principal/CEO of ……
*fully understand the provision made in the Further Education and Training Colleges Act (No.16 of 2006) which stipulates that every college **must** supply information about the college as is reasonably required by the Registrar.*

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

College Principal/CEO: ……
Surname and Initials

Signature: …… **Date:** ……

FINAL CHECKLIST FOR PRINCIPAL/CEO

Please ensure that the following information is completed and captured in the electronic dataset. Please note that all sections are **compulsory to complete and return**.

COLLEGE PACK	
A	College information and contact details
B	Site information and contact details (**NOTE:** Only compulsory to complete where multiple sites apply)
C	Survey FET College staff
D	Student information for registered qualifications
E	Achievement data survey
F	Additional information survey

ACRONYMS	
DBE: Department of Basic Education	**NCOR:** National Certificate: Orientation
DHET: Department of Higher Education and Training	**NIC:** National Intermediate Certificate
DoL: Department of Labour	**NSC:** National Senior Certificate
EMIS: Education Management Information System	**NC(V):** National Certificate (Vocational)
EMS: Education Management System	**NQF:** National Qualifications Framework
FET: Further Education and Training	**NSF:** National Skills Fund

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A – COLLEGE INFORMATION AND CONTACT DETAILS

PROVINCIAL CODE *(Please select the applicable code provided below)*

CODE	PROVINCE	CODE	PROVINCE
1 =	Western Cape	6 =	North West
2 =	Eastern Cape	7 =	Gauteng
3 =	Northern Cape	8 =	Mpumalanga
4 =	Free State	9 =	Limpopo
5 =	KwaZulu-Natal		

1 COLLEGE INFORMATION

1.1	Legal Name of Private FET College

1.2	Names of college head office and/or site/s of delivery	Provincial code *(Use code provided at the top of this page)*
1.2.1		
1.2.2		
1.2.3		
1.2.4		
1.2.5		
1.2.6		
1.2.7		
1.2.8		
1.2.9		
1.2.10		

2 GENERAL INFORMATION

2.1 Postal Address

Enter the postal address under the relevant Address Type in either **Section A or B**.

Section A: *Post Office address- Complete if either PO Box, P/Bag or SAPO village is used.*

Section B: *Only complete Section B: 2.1.7 to 2.1.10 if the physical street address is the same as the postal address.*

A. Post Office Postal Address	
2.1.1	**SAPO* Village**
2.1.2	**PO Box**
2.1.3	**Private Bag**
2.1.4	**Post Office (P/O)**
2.1.5	**Town or City**
2.2.6.	**Postal Code**
B. Physical Address as postal address	
2.1.7	**Building**
2.1.8	**Street Address**
2.1.9	**Town or City**
2.1.10	**Postal code**

***SAPO** = South African Post Office*

2.2.1	**Telephone Number: 1**
2.2.2	**Telephone Number: 2**

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2.3	Fax Number				
2.4	College's website				
2.5	College's e-mail address				
2.6	Name of principal/CEO				
2.7.1	Tel number		2.7.2	Tel Number	
2.8	Fax number				
2.9	Cell phone number				
2.10	E-mail address				
2.11	Name of College's EMIS Officer*				

EMIS officer - *The College official responsible for the data collection at the college*

2.12	Tel Number		2.13	Fax number	
2.14	EMIS officer's e-mail address				

2.15	**Does the college have a Management Information System (MIS)?** [**1**=yes; **2**=no]	
2.15.1	If the answer to question 2.9 is **YES**, please indicate the program Please specify the name of the software product in the blocks below	
2.15.2	If the answer to question 2.9 is **YES**, specify the version of the product, e.g. 051=Version 5.1	
2.15.3	When was the system introduced at your site? (Please give the year)	

B – SITE/S OF DELIVERY INFORMATION AND CONTACT DETAILS

1 SITE OF DELIVERY INFORMATION

1.1	Name of private FET College	
1.2	Name of site of delivery	
1.3	**Provincial code** [**1** = Western Cape; **2** = Eastern Cape; **3** = Northern Cape; **4** = Free State; **5** =KwaZulu-Natal; **6** = North West; **7** = Gauteng; **8** = Mpumalanga; **9** = Limpopo]	

2 GENERAL INFORMATION

2.1 Postal Address

Enter the postal address under the relevant Address Type in either **Section A or B**.

Section A: *Post Office address- Complete if either PO Box, P/Bag or SAPO village is used*.

Section B: *Only complete Section B: 2.1.7 to 2.1.10 if the physical street address is the same as the postal address.*

A.	**Post Office Postal Address**	
2.1.1	**SAPO* Village**	

SAPO *= South African Post Office*

2.1.2	**PO Box**	
2.1.3	**Private Bag**	
2.1.4	**Post Office (P/O)**	
2.1.5	**Town or City**	
2.2.6.	**Postal Code**	
B.	**Physical Address as postal address**	
2.1.7	**Building**	
2.1.8	**Street Address**	
2.1.9	**Town or City**	

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2.1.10	**Postal code**				
2.2	**Name of site manager**				
2.3.1	**Tel number**		**2.3.2**	**Tel Number**	
2.4	**Fax number**				
2.5	**Cell phone number**				
2.6	**E-mail address**				
2.7.1	Do you have a person who is responsible for managing EMIS at your site? [**1=**yes; **2=**no]				
2.7.2	**Name of this EMIS official on site**				

C – SURVEY OF FET COLLEGE STAFF

1.			**College Appointments**										**TOTAL**			
			Full-Time				**Part-Time**									
			Perm			**Temp**			**Perm**			**Temp**				
1.1	* Lecturing/Training staff	**Male**														
		Female														
1.2	** Management staff	**Male**														
		Female														
1.3	*** Support staff	**Male**														
		Female														
TOTAL																

Temporary staff: *Staff employed on a limited contract.*
Permanent staff: *Staff employed on a permanent contract.*
Full-time staff: *An employee appointed in a full-time substantive post working a full week, i.e. 35 to 40 hours per week.*
Part-time staff: *An employee appointed to work fewer hours than a full-time employee, i.e. less than the usual 35 to 40 hour working week.*
****Lecturing staff:*** *Any person, who teaches, educates or trains others or who provides professional educational services at any college.*
*****Management staff:*** *The principal/CEO and any other person responsible for the management of the company/college.*
******Support staff:*** *All other staff members, who are not Teaching or Management staff, and include staff that may render academic or student support services; those employed in human resource or financial management or administration; those responsible for maintenance of the buildings and gardens, catering or security services for example*.

D – STUDENT INFORMATION FOR REGISTERED QUALIFICATIONS

1 CONTROL TOTALS –Enrolment for Qualifications and Programmes

NOTE: If a particular programme is NOT offered at your college, place an X in the NOT APPLICABLE area for that programme. Do not enter any student numbers or total for a programme not offered at your college.

If your college does offer a particular programme, but there are no students for either the Male or Female gender, then enter 0 for the relevant gender. e.g. If your college has only Female students in level N5 then enter 0 under the Male row in the level N5 column and the correct number of Female students in the Female row for level N5. Include the total

1.1	**Headcount Student Enrolment**					
						N/A
1.1.1	Headcount student enrolment for **REPORT190/191 Programmes** ***(Table D1)***					
1.1.2	Headcount student enrolment for **NC(V) Programmes** ***(Table D4)***					
1.1.3	Headcount student enrolment for **Occupational qualifications** ***(Table D7)***					

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Tables 1 - 3: Student Enrolment for Report 190/191

REPORT 190/191 – NATED curriculum with a list of instructional programmes traditionally offered by FET Colleges

1	**Headcount student enrolment for REPORT 190/ 191 students by vocational field** (Students should not be double-counted in the control table)																**Phased out REPORT 190/191 programmes**													
	Vocational field	**N4**			**N5**			**N6**			**Other**			**TOTAL**				**NIC**			**NSC**			**N1**			**N2**			**N3**		
1.1	Agriculture																													
1.2	Art and Music																													
1.3	Business Studies																													
1.4	Educare and Social Services																													
1.5	Engineering																													
1.6	Utility Studies																													
	TOTAL																													

2	**Headcount student enrolment for REPORT 190/191 programmes by population group, gender and vocational field.** (Students should not be double-counted in the control table)																															
	Vocational fields	**Black African**				**Coloured**				**Indian**				**White**				**Other**				**TOTAL**										
		Male			**Female**			**Male**			**Female**			**Male**			**Female**			**Male**			**Female**			**Male**			**Female**						
2.1	Agriculture																															
2.2	Art and Music																															
2.3	Business Studies																															
2.4	Educare and Social Services																															
2.5	Engineering																															
2.6	Utility Studies																															
TOTAL																																

3	**Headcount student enrolment in REPORT 190/ 191 programmes by year of birth and vocational field (**Students should not be double-counted)																							
Year of Birth	**Agriculture**			**Art and Music**			**Business Studies**			**Educare and Social Services**			**Engineering**			**Utility Studies**			**Total**				**Age in years**
≥1994																							**≤16**
1993																							**17**
1992																							**18**
1991																							**19**
1990																							**20**
1989																							**21**
1988																							**22**
1987																							**23**
1986																							**24**
1985																							**25**
1984																							**26**
1983																							**27**
1982																							**28**
1981																							**29**
1980																							**30**
1979																							**31**
1978																							**32**
1977																							**33**
1976																							**34**
1975																							**35**
1974																							**36**
1973																							**37**
1972																							**38**
1971																							**39**
≤1970																							**≥40**
Total																							

Note: *Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form*.

COLLEGE EMIS NUMBER										

Tables 4- 6: Student Enrolment for NC(V)

4	**Headcount student enrolment in NC(V) programmes** (Students should not be double-counted)																			
	NC(V) Programmes	**Level 2**				**Level 3**				**Level 4**				**TOTAL**						
4.1	Civil Engineering and Building Construction																			
4.2	Electrical Infrastructure and Construction																			
4.3	Engineering and Related Design																			
4.4	Finance, Economics and Accounting																			
4.5	Hospitality																			
4.6	Information Technology and Computer Science																			
4.7	Management																			
4.8	Marketing																			
4.9	Office Administration																			
4.10	Primary Agriculture																			
4.11	Tourism																			
4.12	Safety in Society																			
4.13	Education and Development																			
4.14	Mechatronics																			
TOTAL																				

COLLEGE EMIS NUMBER										

5.1	Headcount student enrolment in NC(V) Level 2 programmes by population group, gender and NC(V) programmes (Students should not be double-counted)																																	
	NC(V) Programmes	Black African						Coloured						Indian						White						Other						TOTAL				
		Male			Female			Male			Female			Male			Female			Male			Female			Male			Female							
5.1.1	Civil Engineering and Building Construction																																	
5.1.2	Electrical Infrastructure and Construction																																	
5.1.3	Engineering and Related Design																																	
5.1.4	Finance, Economics and Accounting																																	
5.1.5	Hospitality																																	
5.1.6	Information Technology and Computer Science																																	
5.1.7	Management																																	
5.1.8	Marketing																																	
5.1.9	Office Administration																																	
5.1.10	Primary Agriculture																																	
5.1.11	Tourism																																	
5.1.12	Safety in Society																																	
5.1.13	Education and Development																																	
5.1.14	Mechatronics																																	
TOTAL																																		

COLLEGE EMIS NUMBER										

5.2	Headcount student enrolment for NC(V) Level 3 programmes by population group, gender and NC(V) programmes (Students should not be double-counted)																																	
	NC(V) Programmes	Black African						Coloured						Indian						White						Other						TOTAL				
		Male			Female			Male			Female			Male			Female			Male			Female			Male			Female						
5.2.1	Civil Eng and Building Construction																																	
5.2.2	Electrical Infrastructure and Construction																																	
5.2.3	Engineering and Related Design																																	
5.2.4	Finance, Economics and Accounting																																	
5.2.5	Hospitality																																	
5.2.6	Information Tech and Computer Science																																	
5.2.7	Management																																	
5.2.8	Marketing																																	
5.2.9	Office Administration																																	
5.2.10	Primary Agriculture																																	
5.2.11	Tourism																																	
5.2.12	Safety in Society																																	
5.2.13	Education and Development																																	
5.2.14	Mechatronics																																	
TOTAL																																		

COLLEGE EMIS NUMBER										

5.3	Headcount student enrolment for NC(V) Level 4 programmes by population group, gender and NC(V) programmes (Students should not be double-counted)																																	
	NC(V) Programmes	Black African						Coloured						Indian						White						Other						TOTAL				
		Male			Female			Male			Female			Male			Female			Male			Female			Male			Female						
5.3.1	Civil Eng and Building Construction																																	
5.3.2	Electrical Infrastructure and Construction																																	
5.3.3	Engineering and Related Design																																	
5.3.4	Finance, Economics and Accounting																																	
5.3.5	Hospitality																																	
5.3.6	Information Tech and Computer Science																																	
5.3.7	Management																																	
5.3.8	Marketing																																	
5.3.9	Office Administration																																	
5.3.10	Primary Agriculture																																	
5.3.11	Tourism																																	
5.3.12	Safety in Society																																	
5.3.13	Education and Development																																	
5.3.14	Mechatronics																																	
TOTAL																																		

COLLEGE EMIS NUMBER | | | | | | | | | |

6.1	Headcount student enrolment in NC(V) Level 2 programmes by year of birth (Students should not be double-counted)															
Year of Birth	Civil Engineering and Building Construction	Electrical Infrastructure and Construction	Engineering and Related Design	Finance, Economics and Accounting	Hospitality	Information Technology and Computer Science	Management	Marketing	Office Administration	Primary Agriculture	Tourism	Safety in Society	Education and Development	Mechatronics	TOTAL	Age in years
≥1994																≤16
1993																17
1992																18
1991																19
1990																20
1989																21
1988																22
1987																23
1986																24
1985																25
1984																26
1983																27
1982																28
1981																29
1980																30
1979																31
1978																32
1977																33
1976																34
1975																35
1974																36
1973																37
1972																38
1971																39
≤1970																≥40
TOTAL																

Note: *Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form*.

COLLEGE EMIS NUMBER										

6.2 Headcount student enrolment in NC(V) Level 3 programmes by year of birth (Students should not be double-counted)

Year of Birth	Civil Engineering and Building Construction	Electrical Infrastructure and Construction	Engineering and Related Design	Finance, Economics and Accounting	Hospitality	Information Technology and Computer Science	Management	Marketing	Office Administration	Primary Agriculture	Tourism	Safety in Society	Education and Development	Mechatronics	TOTAL	Age in years
≥1994																≤16
1993																17
1992																18
1991																19
1990																20
1989																21
1988																22
1987																23
1986																24
1985																25
1984																26
1983																27
1982																28
1981																29
1980																30
1979																31
1978																32
1977																33
1976																34
1975																35
1974																36
1973																37
1972																38
1971																39
≤1970																≥40
TOTAL																

Note: *Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.*

COLLEGE EMIS NUMBER | | | | | | | | | | |

6.3 Headcount student enrolment in NC(V) Level 4 programmes by year of birth (Students should not be double-counted)

Year of Birth	Civil Engineering and Building Construction	Electrical Infrastructure and Construction	Engineering and Related Design	Finance, Economics and Accounting	Hospitality	Information Technology and Computer Science	Management	Marketing	Office Administration	Primary Agriculture	Tourism	Safety in Society	Education and Development	Mechatronics	TOTAL	Age in years
≥1994																≤16
1993																17
1992																18
1991																19
1990																20
1989																21
1988																22
1987																23
1986																24
1985																25
1984																26
1983																27
1982																28
1981																29
1980																30
1979																31
1978																32
1977																33
1976																34
1975																35
1974																36
1973																37
1972																38
1971																39
≤1970																≥40
TOTAL																

Note: *Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.*

Tables 7 - 9: Student Enrolment for Occupational Qualifications

NQF ORGANISING FIELD CODE *(Please select the applicable code provided below)*

Code	NQF Organising Field	Code	NQF Organising Field
1	Agriculture and Nature Conservation	**7**	Human and Social Studies
2	Culture and Arts	**8**	Law, Military Science and Security
3	Business, Commerce and Management Studies	**9**	Health Sciences and Social Services
4	Communication Studies and Language	**10**	Physical, Mathematical, Computer and Life Sciences
5	Education, Training and Development	**11**	Services
6	Manufacturing, Engineering and Technology	**12**	Physical Planning and Construction

7	**Headcount student enrolment for Occupational qualifications, Level 2 - 4** (Students should not be double-counted in the Enrolment total column)			
	NQF ID	**Qualification Title**	**NQF Field**	**NQF level**	**ENROLMENT TOTAL**
7.1					
7.2					
7.3					
7.4					
7.5					
7.6					
7.7					
7.8					
7.9					
7.10					
7.11					
7.12					
7.13					
7.14					
7.15					
7.16					
7.17					
7.18					
7.19					
7.20					
				TOTAL	

Occupational qualification *= NQF registered qualification that is quality assured by relevant ETQA or any other statutory quality assurance body*

COLLEGE EMIS NUMBER										

8	Headcount student enrolment for Occupational qualifications by population group, gender and organising field																															
	NQF Organising Field	Black African						Coloured						Indian						White						Other						TOTAL			
		Male				Female																												
8.1	Agriculture and Nature Conservation																																	
8.2	Culture and Arts																																	
8.3	Business, Commerce and Management Studies																																	
8.4	Communication Studies and Language																																	
8.5	Education, Training and Development																																	
8.6	Manufacturing, Engineering and Technology																																	
8.7	Human and Social Studies																																	
8.8	Law, Military Science and Security																																	
8.9	Health Sciences and Social Services																																	
8.10	Physical, Mathematical, Computer and Life Sciences																																	
8.11	Services																																	
8.12	Physical Planning and Construction																																	
	TOTAL																																	

COLLEGE EMIS NUMBER | | | | | | | | | |

9 Headcount student enrolment for Occupational Qualifications by year of birth

Year of Birth	Agriculture and Nature conservation	Culture and Arts	Business, Commerce and Management Studies	Communication Studies and Language	Education, Training and Development	Manufacturing, Engineering and Technology	Human and Social Studies	Law, Military Science and Security	Health Sciences and Social Services	Physical, Mathematical, Computer and Life Sciences	Services	Physical Planning and Construction	**TOTAL**	Age in years
≥1994														≤16
1993														17
1992														18
1991														19
1990														20
1989														21
1988														22
1987														23
1986														24
1985														25
1984														26
1983														27
1982														28
1981														29
1980														30
1979														31
1978														32
1977														33
1976														34
1975														35
1974														36
1973														37
1972														38
1971														39
≤1970														≥40
TOTAL														

Note: *Age groups must be calculated from the verified birth year of the learner recorded in the learner profile or on the learner registration form.*

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E – ACHIEVEMENT DATA SURVEY

1	Headcount student enrolment for examinations/assessment of Occupational qualifications, Level 2 - 4														
	NQF ID					Qualification Title	NQF Field		NQF level		ENROLMENT TOTAL				
1.1															
1.2															
1.3															
1.4															
1.5															
1.6															
1.7															
1.8															
1.9															
1.10															
1.11															
1.12															
1.13															
1.14															
1.15															
1.16															
									TOTAL						

COLLEGE EMIS NUMBER											

2	Headcount of students fulfilling the requirements for achievement of Occupational qualifications, Level 2 - 4															
	NQF ID					Qualification Title	NQF Field		NQF level		ENROLMENT TOTAL					
2.1																
2.2																
2.3																
2.4																
2.5																
2.6																
2.7																
2.8																
2.9																
2.10																
2.11																
2.12																
2.13																
2.14																
2.15																
2.16																
									TOTAL							

COLLEGE EMIS NUMBER

F – ADDITIONAL INFORMATION SURVEY

1 STUDENT INFORMATION

THE FOLLOWING TABLES PERTAIN TO ***ALL*** STUDENTS WHO WERE ENROLLED AT THE COLLEGE AS AT THE DATE OF THE SURVEY**.** No student should be double-counted. All students in the college must be included, even those absent on the day of the survey.

1.1 STUDENT MIGRATION

Specify the number of students from various provinces (other than your own) and other countries that have registered for the first time at your college this year.	TOTAL
Western Cape	
Eastern Cape	
Northern Cape	
Free State	
KwaZulu-Natal	
North West	
Gauteng	
Mpumalanga	
Limpopo	
Other countries: Specify	
TOTAL	

1.2 RESIDENT BOARDERS

1.2.1 Does your college have any resident for students? [1=yes; 2=no]

Specify the number of resident students from various provinces and other countries boarding at your college hostel/s.	Male	Female
Western Cape		
Eastern Cape		
Northern Cape		
Free State		
KwaZulu-Natal		
North West		
Gauteng		
Mpumalanga		
Limpopo		
Other countries: Specify		
TOTAL		

1.3.1 Mortality statistics for students as at the date of the survey (The Department of Education needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst students according to cause of death, gender and age group.)

Cause of death	Illness		Accident		Suicide		Violence and homicide	
Age in years	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**
16 – 19								
20 – 24								
25 – 29								
30 – 34								
35 – 39								
40 and older								
Total								

1.3.2 Mortality statistics for lecturers as at the date of the survey (The Department of Education needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst lecturers according to cause of death, gender and age group).

Cause of death:	Illness		Accident		Suicide		Violence and homicide	
Age in years	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**	**Male**	**Female**
25 – 29								
30 – 34								
35 – 39								
40 – 44								
45 – 49								
50 – 54								
55 and older								
Total								

COLLEGE EMIS NUMBER

2 STAFF – PRIVATE FET COLLEGES

2.1	**Staff member category** [**1**=Lecturing staff; **2**=Management staff; **3**=Support staff]
2.2	**Title**
2.3	**Initials**
2.4	**Surname**
2.5	**Gender** [**1**=Male; **2**=Female**]**
2.6	**Are you a South African citizen?** [**1**=Yes; **2**=No]
2.7	**If YES to question 2.6, provide your ID number**
2.8	**If NO to question 2.6, provide Passport number**
2.9	**If not a South African citizen, please provide the name of your country of citizenship**
2.10	**Age**
2.11	**Population group** [**1**=Black African, **2**=Coloured, **3**=Indian, **4** = White, **5**=Other]
2.12	**Home language** **[1**=Afrikaans; **2**=English; **3**=IsiNdebele; **4**=Sepedi; **5**=SiSwati; **6**=Xitsonga;**7**=Tshivenda; **8**=Setswana; **9**=IsiXhosa; **10**=IsiZulu; **11**=Sesotho; **12**=Other**]**
2.13	**Disability status[1**= Sight, **2**=Hearing, **3**=Physical, **4=**Multiple, **5**=Epilepsy, **6=**Other, **7**=None**]**
Other	
2.14	**Highest Qualification [**Please indicate personal highest qualification achieved**, e.g. degree, diploma]**
2.15	**Title of highest qualification achieved, e.g. BA Ed**
2.16	**Post level/Designation [e.g. lecturer, trainer, HOD]**
2.17	**Nature of appointment [1 =** Permanent; **2 =** Temporary**]**
2.18	**Type of contract [1 =** Full Time; **2 =** Temporary**]**
2.19	**Are you a member of a professional body, e.g. SACE, SANC, SAICA? [1**=yes; **2**=no**]**
2.20	**If YES to question 2.19, specify which**
2.21	**Professional Teaching Qualification Type (**See **Annexure A** for more detail) (Choose the highest qualification) **[1**=Professional Teaching Qualification;**2**=Post-Professional teaching Qualification;**3**=First Academic Qualification;**4**=Post-Graduate Qualification**]**
2.22	**Years of teaching/training experience?**
2.23	**Have you passed a Trade Test?** [**1**=yes; **2**=no; **3**=not applicable]
2.24	**If your answer is YES to question 2.23, indicate your workplace experience [1**= less than 5 years; **2**=more than 5 years]
2.25.1	**Teaching field for REPORT 190/191** (More than one may be marked) **[1**=Agriculture; **2**=Art & Music; **3**=Business Studies; **4**=Educare and Social Services; **5**=Engineering (theoretical); **6**=Engineering Workshops; **7**= Utility Studies**]**
2.25.2	**Teaching field for NC(V)** (More than one may be marked) **[1**= Civil Eng and Building Construction; **2**= Electrical Infrastructure and Construction; **3**= Engineering and Related Design; **4**=Finance, Economics and Accounting; **5**=Hospitality; **6**=Information Tech and Computer Science; **7**=Management; **8**=Marketing; **9=**Office Administration; **10**=Primary Agriculture**; 11**=Tourism; **12**=Safety in society; **13**=Education and Development; **14**=Mechatronics**]**
2.25.3	**Teaching field for Occupational qualifications** (More than one may be marked) **[1**=Agriculture and Nature Conservation; **2**=Culture and Arts; **3**=Business, Commerce and Management Studies; **4**=Communication Studies and Language; **5**=Education training and Development; **6**=Manufacturing, Engineering and Technology; **7**=Human and Social Studies; **8**=Law, Military Science and Security; **9**=Health Sciences and Social Services; **10**=Physical, Mathematical, Computer and Life Sciences; **11**=Services; **12**=Physical Planning**]**

Signature of Staff Member

Signature of CEO/Principal/Academic Head

COLLEGE EMIS NUMBER

CLEARANCE AND VERIFICATION SECTION

The purpose of this clearance document is for the verification and authentication of the information declared by the college on the annual survey form.

The form is to be completed in full and verified by the Principal/CEO or Academic/Training Head (or any other designated person at the college.) The principal must sign and stamp the provided space at the bottom of the verification form to confirm that the control of the survey data has taken place and that all mistakes have been rectified per item on the form. This verification form should be submitted to the *National Department of Higher Education & Training* and a copy should be filed at the college for audit purposes.

Once the form is received from a college at the National Department, the designated Departmental official must verify the data in each item in the form. The Departmental official must sign and stamp the provided space at the bottom of the verification form to confirm that the control of the survey data has taken place and that all mistakes have been rectified.

1	GENERAL & STUDENT INFORMATION	Checked and confirmed? Yes / No		If not confirmed, please comment
		Principal/ CEO	Departmental official	
1.1	Has the section on **General Information** been completed correctly in all aspects? [Section A Tables 1 and 2; Section B Tables 1 and 2]			
1.2	Does the total number of students **enrolled** at the college **per level** balance with the class/group registers for that level? [Section B Table 3]			

Summary Control Table: Student Information		
Please check ALL the following tables against the totals in Section D Table 1. NOTE: The totals should be transferred from the Annual Survey form as completed by the data compiler. The totals of each of the tables in the form should balance with the **control totals of Section D Table 1.**		
Table		**Grand Total**
1.3	Section D Table 1 (balance with Section D Tables 2 and 3)	
1.4	Section D Table 4 (balance with Section D Tables 5.1 + 5.2 + 5.3 and Table 6.1 + 6.2 + 6.3)	
1.5	Section D Table 7 (balance with Section D Table 8 and 9)	
The totals in each table below must balance with the **control totals of Section D Table 1.** Please also check the totals of each headcount enrolment against the **control totals of Section D Table 1** where applicable.		
1.6.1	TableD2: "Headcount student enrolment for REPORT 190/ 191 programmes by population group, gender and vocational field"	
1.6.2	Table D3: "Headcount student enrolment in REPORT 190/ 191 programmes by year of birth and vocational field"	
1.6.3	Tables D5.1 + D5.2 + D5.3: "Headcount student enrolment in NC(V) Level 2 + 3 + 4 programmes by population group, gender and NC(V) Programmes"	
1.6.4	Tables D6.1 + D6.2 + D6.3: "Headcount student enrolment in NC(V) Level 2 + 3 + 4 programmes by year of birth	
1.6.5	Table D8: "Headcount student enrolment for Occupational qualifications by population group, gender and organising field"	
1.6.6	Table D9: "Headcount student enrolment for Occupational qualifications by year of birth"	

COLLEGE EMIS NUMBER										

2.	STAFF INFORMATION			
Summary Control Table: Lecturing/Training staff				
2.1	Total number of Lecturers/Trainers at the college			

Staff – Private FET Colleges Section		Verified? Yes / No	If not verified, please comment
2.2	Was all staff details verified with the relevant source documents?		
2.3	Was it verified that all the lecturer forms were completed in full?		

I certify that the information provided on this form is to the best of my knowledge and belief correct and complete.

	Name	Signature	Date
Data Compiler			
Principal/CEO			
Departmental official			

College stamp here

Departmental stamp here