

**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



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										
<i>SAPO = South African Post Office</i>											
2.2.1	Telephone Number: 1										
2.2.2	Telephone Number: 2										



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																																					
	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																					
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
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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
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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.
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A.	Post Office Postal Address
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2.1.1	SAPO* Village																		
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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
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2.1.7	Building																		
2.1.8	Street Address																		
2.1.9	Town or City																		



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)										



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
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)		Level 2				Level 3				Level 4				TOTAL			
NC(V) Programmes																	
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																
4.1	Primary Agriculture																
4.1	Tourism																
4.1	Safety in Society																
4.1	Education and Development																
4.1	Mechatronics																
TOTAL																	



N E M I S O 0 3 A



F E T C M P 0 9 - 7

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														



N E M I S 0 0 3 A



F E T C M P 0 9 - 8

COLLEGE EMIS NUMBER													
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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													



N E M I S 0 0 3 A



F E T C M P 0 9 - 9

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														



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



N E M I S O 0 0 3 A



F E T C M P 0 9 - 1 4

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	Male	Female	Male	Female	Male	Female	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													



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.



COLLEGE EMIS NUMBER

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																				



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		TOTAL			
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.					
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									



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



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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	Table D2: "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"			

2. STAFF INFORMATION			
Summary Control Table: Lecturing/Training staff			
2.1	Total number of Lecturers/Trainers at the college	<input type="text"/>	<input type="text"/>

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?	<input type="text"/>	<input type="text"/>
2.3	Was it verified that all the lecturer forms were completed in full?	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal/CEO	<input type="text"/>	<input type="text"/>	<input type="text"/>
Departmental official	<input type="text"/>	<input type="text"/>	<input type="text"/>

College stamp here

Departmental stamp here