| EMIS NUMBER | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

education

Department:
Education
REPUBLIC OF SOUTH AFRICA

# SNAP SURVEY FOR ABET Centres 2010

**CENTRE NAME**

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |

## ONE FORM TO BE COMPLETED BY EACH ABET MAIN CENTRE/HEAD OFFICE (THE AGGREGATED DATA OF THE MAIN CENTRE/HEAD OFFICE SHOULD BE ON THIS FORM)

## ALL INFORMATION TO BE PROVIDED AS AT 2 MARCH 2010

***The Annual Snap Survey for ABET Centres is the most important source of information regarding the situation at your centre. The information collected will contribute to the Education Management Information System (EMIS) of the province and will be of assistance in the management, administration and governing of the centres.***

## Instructions

1. **ONE FORM IS TO BE COMPLETED BY EACH ABET MAIN CENTRE OR HEAD OFFICE.** The combined data of all sites and satellites falling under the Main Centre or Head Office should be reflected on this form.
2. Please complete this form using **black ink** and write only **within the blocks** provided.
3. If a particular grade is NOT offered at your centre, place an X in the NOT APPLICABLE area for that level. Do not enter any learner numbers or total for a grade not offered at your centre.

   If your centre does offer a particular level, but there are no learners for either the Male or Female gender, then enter 0 for the relevant gender. e.g. If your centre has only Female learners in ABET Level 1 then enter 0 under the Male row in the in ABET Level 1 column and the correct number of Female learners in the Female row for in ABET Level 1. Include the total.
4. This form is to be submitted to the District Office on or before **……..** together with the necessary **supporting documents** required for verification. Supporting documents include a Staff List (or CLC9) and a Nominal Roll (Enrolment Register) reflecting learner registrations at each level, as on the survey date.
5. Thank you for your co-operation.

## DECLARATION

*I,……centre manager of ……*
*fully understand the provision made in the ABET Act, 2000 (Act No. 52 of 2000), which stipulates that every centre* **must** supply such *information about the centre as is reasonably required by the Head of Education*.

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

**Centre Manager:**

| ..... | ……..…… | ..... |
|---|---|---|
| Surname and initials | Signature | Date |

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

**Education Manager:**

| …… | …….. | …… |
|---|---|---|
| Surname and initials | Signature | Date |

……
Designation

*Note: Education Manager means an official who functions at the level of administration between the institutions and the province. This manager may function at regional, district, circuit or ward level.*

| EMIS NUMBER | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

***Please refer to the following table when completing the survey form.***

| Provincial codes: | | |
|---|---|---|
| **Code** | | **Province Name** |
| **1** | = | Western Cape |
| **2** | = | Eastern Cape |
| **3** | = | Northern Cape |
| **4** | = | Free State |
| **5** | = | KwaZulu-Natal |
| **6** | = | North West |
| **7** | = | Gauteng |
| **8** | = | Mpumalanga |
| **9** | = | Limpopo |

| ACRONYMS |
|---|
| **ABET:** Adult Basic Education and Training |
| **FET:** Further Education and Training |
| **OTHER :** Short courses (skills-based courses) |
| **NQF:** National Qualifications Framework |
| **SNE:** Special Needs Education |
| **SASL:** South African Sign Language |

## 1 GENERAL INFORMATION

(Complete *ONLY* the blocks where particulars have changed, are incorrect or are missing)

| | | |
|---|---|---|
| **1.1** | **Centre name** | |
| **1.2** | **Province code** | **(Codes at the top of this page)** |
| **1.3** | **Type of centre** | [**1**=Public Centre; **2**=Private Centre] |
| **1.4** | **Ownership of land** | **[1**=State; **2**=Church;**3**=Mine;**4**=Farm;**5**=Hospital;**6**=Trust;**7**=Company;**8**=Private individual;**9**=Factory; **10=**Other: **specify** |
| **1.5** | **Educational region** | |
| **1.6** | **Educational district** | |
| **1.7** | **Circuit** (If applicable) | |
| **1.8** | **Municipality** | |
| **1.9** | **E-mail address** | |

***NOTE: If a particular grade is NOT offered at your centre, place an X in the NOT APPLICABLE area for that level. Do not enter any learner numbers or total for a grade not offered at your centre.***

***If your centre does offer a particular level, but there are no learners for either the Male or Female gender, then enter 0 for the relevant gender. e.g. If your centre has only Female learners in ABET Level 1 then enter 0 under the Male row in the in ABET Level 1 column and the correct number of Female learners in the Female row for in ABET Level 1. Include the total.***

## 2 LEARNER INFORMATION

**2.1** **GRAND TOTAL of number of LEARNERS for table 2.1 should equal the totals for table 2.2 enrolled at the centre on the survey date according to year of birth, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE. EXCLUDING SNE LEARNERS**

| Gender | ABET Level 1 | ABET Level 2 | ABET Level 3 | ABET Level 4 | FET Grade 10 (NQF 2) | FET Grade 11 (NQF 3) | FET Grade 12 (NQF 4) | Other | Total |
|---|---|---|---|---|---|---|---|---|---|
| **Not Applicable** | | | | | | | | | |
| **Male** | | | | | | | | | |
| **Female** | | | | | | | | | |
| **Total** | | | | | | | | | |

***Not Applicable** = the level is not offered at your school*

EMIS NUMBER

| 2.2 | Number of LEARNERS (*EXCLUDING SNE learners*) enrolled at the centre on the survey date according to year of birth, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE. | | |

| EMIS NUMBER | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

| 2.2 | Number of LEARNERS (*EXCLUDING SNE learners*) enrolled at the centre on the survey date according to year of birth, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE. | | | | | | | | |

EMIS NUMBER

| 2.4 | Number of LEARNERS (*SNE learners ONLY*) enrolled at the centre on the survey date according to year of birth, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE. | | |

| EMIS NUMBER | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

| 2.4 | Number of LEARNERS (*SNE learners ONLY*) enrolled at the centre on the survey date according to year of birth, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE. | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Year of Birth | Gender | ABET Level 1 | ABET Level 2 | ABET Level 3 | ABET Level 4 | FET Grade 10 (NQF 2) | FET Grade 11 (NQF 3) | FET Grade 12 (NQF 4) | Other | Total | Age in years |
| 1971 | Male | | | | | | | | | | 39 |
| | Female | | | | | | | | | | |
| 1970 | Male | | | | | | | | | | 40 |
| | Female | | | | | | | | | | |
| 1969 | Male | | | | | | | | | | 41 |
| | Female | | | | | | | | | | |
| 1968 | Male | | | | | | | | | | 42 |
| | Female | | | | | | | | | | |
| 1967 | Male | | | | | | | | | | 43 |
| | Female | | | | | | | | | | |
| 1966 | Male | | | | | | | | | | 44 |
| | Female | | | | | | | | | | |
| 1965 | Male | | | | | | | | | | 45 |
| | Female | | | | | | | | | | |
| 1964 | Male | | | | | | | | | | 46 |
| | Female | | | | | | | | | | |
| 1963 | Male | | | | | | | | | | 47 |
| | Female | | | | | | | | | | |
| 1962 | Male | | | | | | | | | | 48 |
| | Female | | | | | | | | | | |
| 1961 | Male | | | | | | | | | | 49 |
| | Female | | | | | | | | | | |
| 1960 | Male | | | | | | | | | | 50 |
| | Female | | | | | | | | | | |
| 1959 | Male | | | | | | | | | | 51 |
| | Female | | | | | | | | | | |
| 1958 | Male | | | | | | | | | | 52 |
| | Female | | | | | | | | | | |
| 1957 | Male | | | | | | | | | | 53 |
| | Female | | | | | | | | | | |
| 1956 | Male | | | | | | | | | | 54 |
| | Female | | | | | | | | | | |
| ≤1955 | Male | | | | | | | | | | ≥55 |
| | Female | | | | | | | | | | |
| Total | Male | | | | | | | | | | |
| | Female | | | | | | | | | | |

*The total for table 2.3 should equal the totals for table 2.4*

**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*.

| EMIS NUMBER | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

# 3 STAFF INFORMATION

All staff employed at the centre on the survey date must be indicated on the survey form. Staff members who are on leave must be indicated even if they have been replaced by substitutes. Private centres must indicate their staff under the heading "governing body". NO STAFF MEMBER SHOULD BE COUNTED MORE THAN ONCE.

## 3.1 Number of STAFF remunerated by the STATE

(Do not include employees paid by the governing body/Private Service provider.)

| CATEGORY | Permanent | | | | Temporary | | | | Substitutes | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Full-time | | Part-time | | Full-time | | Part-time | | Full-time | | Part-time | | |
| | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | |
| Educators | | | | | | | | | | | | | |
| Prof. non-teaching staff | | | | | | | | | | | | | |
| Admin. Staff | | | | | | | | | | | | | |
| Support staff | | | | | | | | | | | | | |
| Hostel staff | | | | | | | | | | | | | |

## 3.2 Number of STAFF remunerated by the GOVERNING BODY/Private Service provider

(Do not include employees paid by the state.)

| CATEGORY | Permanent | | | | Temporary | | | | Substitutes | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Full-time | | Part-time | | Full-time | | Part-time | | Full-time | | Part-time | | |
| | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | Male | Female | |
| Educators | | | | | | | | | | | | | |
| Prof. non-teaching staff | | | | | | | | | | | | | |
| Admin. Staff | | | | | | | | | | | | | |
| Support staff | | | | | | | | | | | | | |
| Hostel staff | | | | | | | | | | | | | |

***Educators*** *= Staff working in a teaching position including the principal, remedial educators and specialist educators.*
***Prof. non-teaching staff =*** *Personnel who are classified as paramedics, social workers, caregivers, therapists and psychologists.*
***Admin. Staff*** *= Personnel who are classified as secretaries, typists and administrative clerks.*
***Support Staff*** *= Personnel who are classified as laboratory assistants, cleaners, kitchen staff, gardeners, caretakers, messengers.*
***Hostel Staff*** *= Personnel appointed at the hostel. Educators supervising at the hostel must not be included.*
***Substitutes =*** *An educator who is filling in for another educator who has been included in the permanent or temporary column.*
***Full-time =*** *appointed in a full-time substantive post who works a full week.*
***Part-time*** *= appointed to work fewer hours than a full-time employee.*

| | Names of Main Centre's sites separate from the main centre/head office | SITE EMIS NUMBER |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |

| EMIS NUMBER | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

# VERIFICATION AND CLEARANCE SECTION

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

The form is to be completed in full and verified by the Centre Manager or Deputy Centre Manager (or another designated person) at the centre. The Centre Manager must sign and stamp the provided space at the bottom of the verification list to confirm that the checking of the survey data has taken place and that all mistakes have been rectified per item on the list. This verification form should be submitted to the district/ regional offices and a copy should be filed at the centre for audit purposes.

Once the form is received from a centre at the district or regional office, the designated Provincial Education Manager must verify the data in each item on the form. The Provincial Education Manager must sign and stamp the provided space at the bottom of the verification form to confirm that the checking of the survey data has taken place and that all mistakes have been rectified.

| 1 | LEARNER SECTION | Checked and confirmed? Yes / No | | If not confirmed, please comment |
|---|---|---|---|---|
| | | Centre Manager | Provincial Education Manager | |
| 1.1 | Has the section on **General Information** been completed correctly in all aspects? [Table 1.1 – Table 1.11] | | | |
| 1.2 | Does the total number of learners **enrolled** at the school **per level** balance with the class registers for that level? [Table 2.1] | | | |
| 1.3 | Have the correct calculations been made regarding enrolments for all levels according to **year of birth**? (Every learner indicated in the year of birth totals, must be documented in the school registers or other official source documentation) [Table 2.2 and Table 2.3] | | | |

Summary Control Table: Learners

- **Please check ALL the following tables against the totals in Table 2.1**
- NOTE: the totals should be transferred from the Snap Survey form as completed by the data compiler
- The totals of each of the tables in the list should balance with the totals for Table 2.1

| Table | | Total: Male | Total: Female | Grand Total |
|---|---|---|---|---|
| **1.4** | Table 2.1 CONTROL TABLE | | | |
| The totals in each table below must balance with the totals recorded for Table 2.1<br>Please also check the totals of each level against Table 2.1 where applicable. | | | | |
| 1.4.1 | Table 2.2: "Number of learners according to year of birth, gender and level (Excluding SNE learners)" | | | |
| 1.4.2 | Table 2.4: "Number of learners according to year of birth, gender and level (Only SNE learners)" | | | |

| **Summary Control Table: Educators** | | |
|---|---|---|
| 1.4.3 | Total number of Educators (state and SGB paid) at the school (excluding substitute educators) | |
| 1.4.4 | Total number of substitute Educators at the centre | |

*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** | | | |
| **Centre Manager** | | | |
| **Education Manager** | | | |

Centre Manager to place centre stamp here

Education Manager to place office stamp here