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.

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
≥1995	Male										≤15
	Female										
1994	Male										16
	Female										
1993	Male										17
	Female										
1992	Male										18
	Female										
1991	Male										19
	Female										
1990	Male										20
	Female										
1989	Male										21
	Female										
1888	Male										22
	Female										
1987	Male										23
	Female										
1986	Male										24
	Female										
1985	Male										25
	Female										
1984	Male										26
	Female										
1983	Male										27
	Female										
1982	Male										28
	Female										
1981	Male										29
	Female										
1980	Male										30
	Female										
1979	Male										31
	Female										
1978	Male										32
	Female										
1977	Male										33
	Female										
1976	Male										34
	Female										
1975	Male										35
	Female										
1974	Male										36
	Female										
1973	Male										37
	Female										
1972	Male										38
	Female										

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									

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.									
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 2.1 should equal the totals for table 2.2

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.*

2.3	GRAND TOTAL of number of LEARNERS table 2.3 should equal the totals for table 2.4 enrolled at the centre on the survey date according to year of birth, gender and level. EACH LEARNER MUST ONLY BE COUNTED ONCE. SNE LEARNERS ONLY								
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									

N E M I S 0 0 1 B A B E T S N A P 1 0 - 4

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**
≥1995	Male										≤15
	Female										
1994	Male										16
	Female										
1993	Male										17
	Female										
1992	Male										18
	Female										
1991	Male										19
	Female										
1990	Male										20
	Female										
1989	Male										21
	Female										
1888	Male										22
	Female										
1987	Male										23
	Female										
1986	Male										24
	Female										
1985	Male										25
	Female										
1984	Male										26
	Female										
1983	Male										27
	Female										
1982	Male										28
	Female										
1981	Male										29
	Female										
1980	Male										30
	Female										
1979	Male										31
	Female										
1978	Male										32
	Female										
1977	Male										33
	Female										
1976	Male										34
	Female										
1975	Male										35
	Female										
1974	Male										36
	Female										
1973	Male										37
	Female										
1972	Male										38
	Female										

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									

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 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