

2.2		Total headcount student enrolment in REPORT 191 at the campus on survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)				Phased out REPORT 191 programmes (self funded)								
Year of Birth	Gender	N5		N6		Other	Total	NSC	NIC	N1	N2	N3	N4	Age in years
≥1994	Male													≤16
	Female													
1993	Male													17
	Female													
1992	Male													18
	Female													
1991	Male													19
	Female													
1990	Male													20
	Female													
1989	Male													21
	Female													
1988	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													

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

CAMPUS EMIS NUMBER

2.2	Total headcount student enrolment in <i>REPORT 191</i> at the campus on survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)										Phased out <i>REPORT 191</i> programmes (self funded)																					
Year of Birth	Gender	N5			N6			Other			Total			NSC			NIC			N1			N2			N3			N4			Age in years
1973	Male																													37		
	Female																															
1972	Male																													38		
	Female																															
1971	Male																													39		
	Female																															
≤1970	Male																													≥40		
	Female																															
Total	Male																															
	Female																															

The totals for 2.1 should equal the totals for 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 headcount student enrolment in NC (V) at the campus on the survey date according to gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE.									
Gender	Level 2			Level 3			Level 4			Total
Male										
Female										
Total										

2.4	Total headcount student enrolment in NC (V) at the campus on the survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)									
Year of birth	Gender	Level 2		Level 3		Level 4		Total		Age in years
≥1994	Male									≤16
	Female									
1993	Male									17
	Female									
1992	Male									18
	Female									
1991	Male									19
	Female									
1990	Male									20
	Female									
1989	Male									21
	Female									
1988	Male									22
	Female									
1987	Male									23
	Female									
1986	Male									24
	Female									
1985	Male									25
	Female									
1984	Male									26
	Female									
1983	Male									27
	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.



2.4	Total headcount student enrolment in NC (V) at the campus on the survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)																		
Year of birth	Gender	Level 2				Level 3				Level 4				Total					Age in years
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																		
1971	Male																39		
	Female																		
≤1970	Male																40		
	Female																		
Total	Male																		
	Female																		

The totals for 2.3 should equal the totals for 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.

[illegible]

2.6 Total headcount student enrolment in *REPORT 550* at the campus on the survey date according to year of birth, gender and programme. **EACH STUDENT MUST ONLY BE COUNTED ONCE.** (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)

Year of birth	Gender	Grade 10			Grade 11			Grade 12			Total			Age in years
≥1994	Male													≤16
	Female													
1993	Male													17
	Female													
1992	Male													18
	Female													
1991	Male													19
	Female													
1990	Male													20
	Female													
1989	Male													21
	Female													
1988	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													
1971	Male													39
	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.



[illegible]

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.

2.8	Total headcount student enrolment in Occupational Qualifications at the campus on the survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student takes subjects in more than one group, indicate that student in the column where he/she takes the most subjects)
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N E M I S 0 0 3 B P U F E T S N A P 1 0 - 7

2.8	Total headcount student enrolment in Occupational Qualifications at the campus on the survey date according to year of birth, gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE. (If a student take subjects in more than one group, indicate that student in the column where he/she takes the most subjects)																												
Year of Birth	Gender	NQF Level 1			NQF Level 2			NQF Level 3			NQF Level 4			NQF Level 5			NQF Level 6			ABET			Other			Total			Age in years
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																												
1971	Male																											39	
	Female																												
≤1970	Male																											≥40	
	Female																												
Total	Male																												
	Female																												

The totals for 2.7 should equal the totals for 2.8

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.

3	STAFF INFORMATION All staff employed at the campus on the survey date must be indicated on the survey form. Staff members on leave must be indicated even if they have been replaced by substitutes. NO STAFF MEMBER SHOULD BE COUNTED MORE THAN ONCE.
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Employment Information																
3.1			Public Service (PS) Appointments				College Appointments								TOTAL	
			Full-Time				Full-Time				Part-Time					
			Perm		Temp		Perm		Temp		Perm		Temp			
3.1.1	* Lecturer staff	Male														
		Female														
3.1.2	** Management staff	Male														
		Female														
3.1.3	*** Support staff	Male														
		Female														
TOTAL																

NOTE: CS Educators, in terms of resolution 4 and 5 of 2007, include any educator who did not exercise the choice to transfer to be automatically deemed college appointments.

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 that works 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.

***Lecturer staff,** Any person, who teaches, educates or trains other persons or who provides professional educational services at any college, and who is appointed in a post on any lecturer establishment under the Act. (Lecture, Senior Lecture, Head of Department)

****Management staff,** The principal and vice-principal of a public college as appointed by the Provincial Department of Education.

*****Support staff,** All other staff who are not Lecturing or Management staff and includes staff who may render, academic support services, student support services, human resource management, financial management, administration, maintenance of the buildings and gardens, catering services, security services registrar and clerks.

PS staff, Public service appointments as appointed by the Public Servants Act. These appointments include support staff (defined above) and management staff.



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

Once the form is received from a college at the Provincial EMIS Head, the designated Provincial EMIS Head must verify the data in each item in the form. Provincial EMIS Head 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	STUDENT SECTION	Checked and confirmed? Yes / No		If not confirmed, please comment
		Principal	Provincial EMIS Head	
1.1	Has the section on General Information been completed correctly in all aspects? [Table 1.1 – Table 1.9]			
1.2	Does the total number of students enrolled at the college per level balance with the class registers for that level? [Table 2.1, 2.3, 2.5, 2.7]			
1.3	Have the correct calculations been made regarding enrolments for all levels according to age ? (Every student indicated in the age totals, must be documented in the college registers or other official source documentation) [Table 2.2, Table 2.4, Table 2.6 and Table 2.8]			

- **Please check ALL the following tables against the totals in Table 2.1, Table 2.3, Table 2.5 and Table 2.7**
- 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, 2.3, 2.5 and 2.7**

Table		Total: Male				Total: Female				Grand Total			
1.4	Table 2.1 CONTROL TABLE												
1.5	Table 2.3 CONTROL TABLE												
1.6	Table 2.5 CONTROL TABLE												
1.7	Table 2.7 CONTROL TABLE												

The totals in each table below must balance with the totals recorded for **Table 2.1, Table 2.3, Table 2.5 and Table 2.7**. Please also check the totals of each grade against **Table 2.1, Table 2.3, Table 2.5 or Table 2.7** where applicable.

[illegible]

1.7.5	Total number of Lecturers at the college			
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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			
Provincial EMIS Head			

Provincial EMIS Head to
place office stamp here

