COLLEGE EMIS NUMBER										**CAMPUS** EMIS NUMBER									

education
Department:
Education
REPUBLIC OF SOUTH AFRICA

SNAP SURVEY
Public Further Education and Training (FET) College
2010

COLLEGE NAME

ONE FORM TO BE COMPLETED BY EACH CAMPUS

ALL INFORMATION TO BE PROVIDED AS AT 2 March 2010
Date of return: Electronic dataset: 2 April 2010 to DoE:
Date of return: Electronic dataset: 2 April 2010 to Provincial EMIS Head

The Annual Snap Survey for Public Further Education and Training (FET) College 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) of the province and will be of assistance in the management, administration and governing of colleges.

DECLARATION

I,……, principal 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 such information about the college 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.

Campus Manager: ..... …….....…… .....
Please print 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.

College Principal: ..... …….....…… .....
Surname and initials | Signature | Date

Checked by the EMIS Head:
..... …….....…… .....
Surname and initials | Signature | Date

.....
Designation

COLLEGE EMIS NUMBER										**CAMPUS** EMIS NUMBER									

PRINCIPAL'S RECONCILIATION FORM

	Names of College Campus Sites and Campus EMIS numbers (Not Satellites)	CAMPUS EMIS NUMBER
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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

1.1	**Campus name**	
1.2	**Province 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]
1.3	**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**
1.4	**Educational region**	
1.5	**Educational district**	
1.6	**Circuit** (If applicable)	
1.7	**Email**	

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

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

2 STUDENT INFORMATION

ABET: *Adult Basic Education and Training*
NC (V): *National Certificate Vocational*
NIC: *National Intermediate Certificate*
REPORT 191: *Programmes accredited by the DoE through the REPORT 191.*
Non-REPORT 191: *Programmes offered by the college, but not accredited by the DoE through REPORT 191.*
NQF: *National Qualifications Framework*
SNE: *Special Needs Education*
NSC: *National Senior Certificate*

2.1	**GRAND TOTAL headcount student enrolment in *REPORT 191* at the campus on the survey date according to gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE.**				**Phased out REPORT 191 programmes (self funded)**					
Gender	**N5**	**N6**	**Other**	**Total**	**NSC**	**NIC**	**N1**	**N2**	**N3**	**N4**
Not Applicable										
Male										
Female										
Total										

Not Applicable *= the programme is not offered at your college*

COLLEGE EMIS NUMBER | | | | | | | | | | | **CAMPUS** EMIS NUMBER | | | | | | | | | |

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 *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
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.*

COLLEGE EMIS NUMBER | | | | | | | | | | | **CAMPUS** EMIS NUMBER | | | | | | | | | |

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.*

2.5	**GRAND TOTAL headcount student enrolment in *REPORT 550* at the campus on the survey date according to gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE.**

Gender	Grade 10	Grade 11	Grade 12	Total
Male				
Female				
Total				

COLLEGE EMIS NUMBER | | | | | | | | | | **CAMPUS** EMIS NUMBER | | | | | | | | | |

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.*

COLLEGE EMIS NUMBER | | | | | | | | | | | **CAMPUS** EMIS NUMBER | | | | | | | | | |

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 take 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
≤1970	Male						≥40
	Female						
Total	Male						
	Female						

The totals for 2.5 should equal the totals for 2.6

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.*

2.7	**GRAND TOTAL headcount student enrolment in Occupational Qualifications at the campus on the survey date according to gender and programme. EACH STUDENT MUST ONLY BE COUNTED ONCE.**

Gender	NQF Level 1	NQF Level 2	NQF Level 3	NQF Level 4	NQF Level 5	NQF Level 6	ABET	Other	Total
Male									
Female									
Total									

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)*

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
≥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										

COLLEGE EMIS NUMBER | **CAMPUS** EMIS NUMBER

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**.

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.

COLLEGE EMIS NUMBER										**CAMPUS** EMIS NUMBER									

VERIFICATION AND CLEARANCE SECTION

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

The form is to be completed in full and verified by the Principal or Deputy Principal (or another 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 checking 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 Provincial EMIS Head and a copy should be filed at the college for audit purposes.

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? [Table2.1, 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]			

Summary Control Table: Students

- **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.				
1.7.1	Table 2.2: "Total headcount student enrolment in REPORT 191 according to year of birth, gender and programme" Must balance with table 2.1			
1.7.2	Table 2.4: "Total headcount student enrolment in NC (V) according to year of birth, gender and programme" Must balance with table 2.3			
1.7.3	Table 2.6: "Total headcount student enrolment in REPORT 550 according to year of birth, gender and programme" Must balance with table 2.5			
1.7.4	Table 2.8: "Total headcount student enrolment in Occupational Qualifications according to year of birth, gender and programme" Must balance with table 2.7			

Summary Control Table: Lecturers

1.7.5	Total number of Lecturers at the college	

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			

Principal to place college stamp here

Provincial EMIS Head to place office stamp here